

REQUEST FOR PROPOSALS

MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) REGIONAL VIDEOCONFERENCING SYSTEM PROJECT

Maricopa Association of Governments
December 10, 1999

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PUBLIC NOTICE

REQUEST FOR PROPOSALS:

MAG Regional Videoconferencing System Project

The Maricopa Association of Governments (MAG) is requesting proposals from qualified Proposer(s) for the purchase, installation, service, support and training of videoconferencing equipment, network, a 27 port Multi-point Conference Server (MCS) and a 48 port audio conferencing server for the MAG Regional Videoconferencing System. Videoconferencing equipment is to be installed at 28 sites throughout Maricopa County. Proposer(s) may propose on any or all of the tasks. Preference will be given to a single Proposer taking responsibility for coordinating all facets of the project.

Detailed proposal requirements may be obtained by contacting the MAG office at the address indicated below or by visiting the MAG Website at www.mag.maricopa.gov. For a copy of the Request for Proposals (RFP), please contact the Videoconferencing Planner in writing at hpahl@mag.maricopa.gov or at the address given below, or by fax at (602) 254-6490.

Proposals will be accepted until 12:00 noon (Mountain Standard Time) on January 7, 1999 at MAG, Third Floor, 302 North 1st Avenue, Phoenix, Arizona, 85003. No late, facsimile or electronic submissions will be accepted.

TERM OF CONTRACT

Any contract issued as a result of the Request for Proposals shall be subject to all provisions, terms and conditions attached hereto and made a part of hereof. Prices quoted therein shall not be increased for a period of one year for both MAG and MAG member agencies' purchases.

<u>Activity</u>	<u>Date</u>
Estimated Date of Contract Award	March 1, 1999
Project Kick-off Meeting	7 days from Award of Contract
Installation of Network at Hub Site	30 days from Award of Contract
Delivery and Installation of audio conferencing server	30 days from Award of Contract
Delivery and Installation of Video Multi-point Conference Server (MCS)	45 days from Award of Contract
Training Hub Site MCS Operator(s)	50 days from Award of Contract
Installation of Network at End Sites	75 days from Award of Contract
Delivery and Installation of End Site Videoconferencing Equipment	83 days from Award of Contract
Training Internal Trainers and Hub Site Coordinator (s)	90 days from Award of Contract

Please note: These dates represent a tentative schedule of events. MAG reserves the right to modify these dates at any time, with appropriate notice to potential Proposer(s). All dates are contingent upon available funding. If this time frame is not attainable, please provide an alternative schedule. In either case, the Proposer(s) shall create a Gantt chart or timeline for the Regional Videoconferencing System.

OBJECTIVES

The Maricopa Association of Governments is requesting proposals from qualified Proposer(s) to implement videoconferencing in the region. Through the Regional Videoconferencing System, MAG wants to:

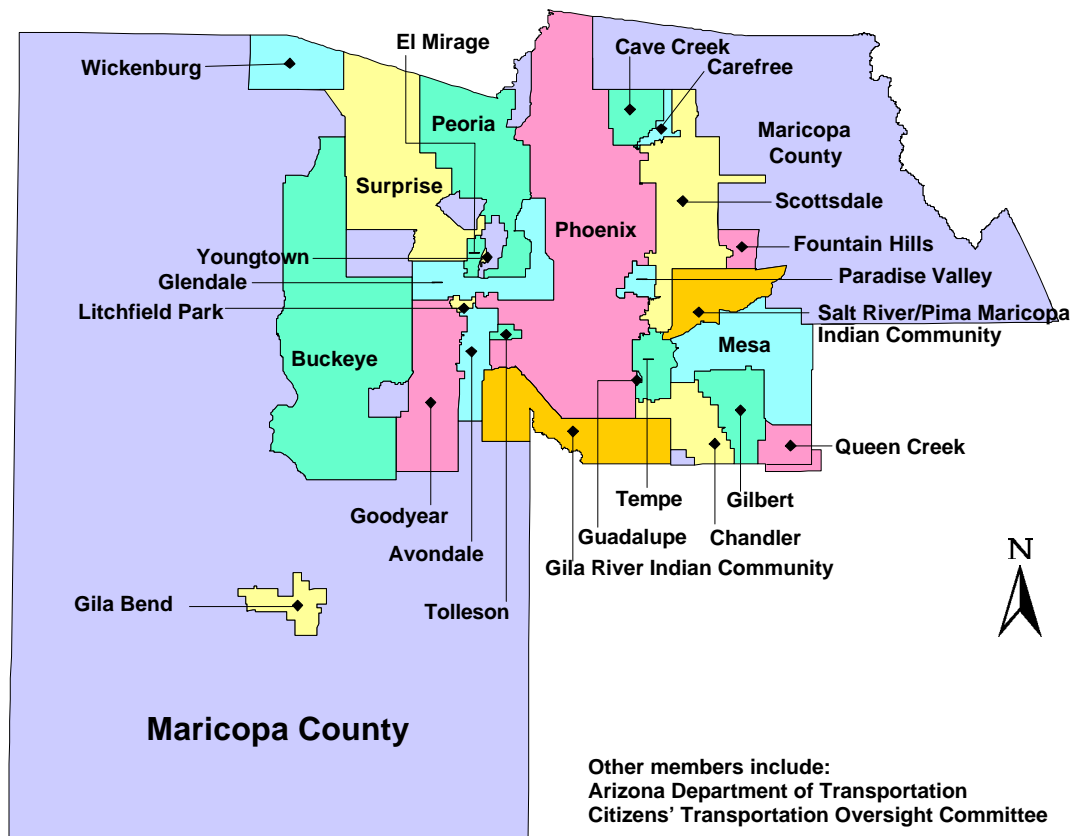
1. Be able to support videoconferencing meetings at all sites.
2. Have several concurrent meetings of subsets of our member agencies including some audio conferences.
3. Support audio only participants for all meetings.
4. Be able to connect to external sites via point-to-point and multi-point through the Multi-point Conference Server (see glossary definition) for collaboration and interviewing.

BACKGROUND

The Maricopa Association of Governments (MAG) is a Council of Governments (COG) that serves as the regional agency for the metropolitan Phoenix area. MAG serves the 27 local governments and the citizens in the region by dealing with issues and needs that cross city, town and county boundaries. The MAG Regional Council is the governing and chief policy-making body for the organization and is composed of elected officials appointed by each member agency. The MAG Regional Council encourages videoconferencing as a way of reducing travel, relieving congestion and decreasing air pollution.

This Regional Videoconferencing System is a partnership between MAG and its 27 member agencies, consisting of the 24 incorporated cities and towns within Maricopa County, the Gila River Indian Community, the Salt River Pima-Maricopa Indian Community and Maricopa County (See Figure One). The Arizona Department of Transportation (ADOT) also sits on the MAG Regional Council for transportation issues. The addresses of the hub site and the end sites are listed in Appendix A. Room drawings for those member agencies that designated specific rooms for videoconferencing are included in Appendix B. For those member agencies that did not identify a room for videoconferencing, conceptual room drawings were established as a guide and are also included in Appendix B. A drawing of the MAG Saguaro room, which is to have a custom design, is also included in Appendix B.

Figure One: Map of MAG Member Agencies



The four components of the system include but are not limited to:

1. Videoconferencing equipment for MAG and for each of MAG's 27 member agencies.
2. A network to link MAG member agencies. The Town of Wickenburg, the Gila River Indian Community and Salt River Pima-Maricopa Indian Community may need special consideration.
3. A Multi-point Conference Server that allows simultaneous videoconferencing from all MAG member agency sites up to the limit of the number of ports on the MCS.
4. An audio conferencing component that is able to connect to the video Multi-point Conference Server and participate in videoconference meetings.

Minimum specifications for the equipment and network are identified in Appendix C.

Coordination

Proposer(s) may submit proposals on one or all of the tasks. Preference will be given to a single Proposer(s) taking responsibility for coordinating all facets of the project. Proposer(s) may partner with other firms and submit the response. Proposer(s) that do this and accept full responsibility for the proposal will be given the same consideration as single Proposer(s) that take full responsibility for all facets of the project. The proposals will be judged on quality and extent of training and support and not necessarily price alone. Prices shall not be increased for a period of one year for both MAG and MAG member agencies' purchases.

Organization

This proposal is divided into three tasks: project coordination, equipment and network. All support services and training have been incorporated into these tasks. An element summarizing deliverables for the project is also included. The Proposer(s) shall complete the table in Appendix G which indicates compliance with all the sections of the RFP. If there are items in the RFP the Proposer(s) does not comply with, the Proposer(s) must also indicate the reason for not complying. The successful Proposer(s) will be required to post a performance bond. All costs for this project must be identified in Appendix D.

Resubmission

If a Proposer(s) submitted a proposal for the RFP dated September 29, 1999, and the Proposer(s) believes that their first proposal is still responsive to the revised RFP, they may request MAG to consider their first proposal as resubmitted for the revised RFP. This request must be in writing and be received by MAG by the date and time the revised proposals are due. Proposer(s) may also submit additional and/or amended pages for the revised RFP. It is the responsibility of the Proposer(s) to clearly identify those pages of the September 29, 1999 RFP which no longer apply.

RFP Process

If a Proposer(s) has concerns about the RFP process, then the Proposer(s) shall raise them at the Proposer's Conference or submit the concern in writing no more than ten (10) calendar days after the Proposer's Conference.

1. PROJECT COORDINATION

Overview of Coordination Responsibilities

The Proposer(s) shall have responsibility for project coordination. In this capacity the Proposer(s) shall be responsible for:

- Communicating project status/issues on an ongoing basis to all interested parties
- Scheduling and orchestrating activities with all project participants as identified in conjunction with MAG
- Verifying equipment shipment and arrival date with MAG and member agency contacts
- Maintaining timelines for deployment

- Serving as liaison for escalation of project issues, (i.e., network delays, hardware shipping, etc.)
- Coordinating all training associated with equipment and network for end site and hub site coordinators
- Coordinating all aspects of hub and end site installation
- Integrating the network including product-to-product communication verification, connection of all available Input/Output (I/O) port cables, network cutover, interface verification check and limited operator familiarization
- Providing a final “as-built” document in electronic format of the entire Regional Videoconferencing System as implemented
- Evaluating and recommending a web based scheduling package
- Preparing three (3) camera-ready Project Newsletters which will be distributed by MAG to provide information to the general public regarding the status of the project and upcoming meetings and activities
- Preparing a draft and final report which summarizes all work performed on the project

MAG shall oversee the Proposer(s) to ensure quality control, and that all tasks are carried out in accordance with the contract.

Status Reports

The Proposer(s)' Project Manager shall complete a weekly status report that will identify any deviations from the project plan. A copy of the status report will be distributed to MAG and the Proposer(s). It will include the tasks that have been completed, the tasks that need to be completed and an updated project milestone chart. The report will also identify any changes, requests or issues that remain unresolved and include a plan on how to resolve these open issues. This report will be reviewed weekly via conference call with MAG and the project participants as identified in conjunction with MAG.

System Acceptance

Written acceptance shall be given after MAG has determined that the Regional Videoconferencing System is fully operational and in compliance with the performance specifications. The system includes all necessary on-site cables and connections to make the videoconferencing system fully functional.

MAG may sign off on individual sites as they are installed, but will not sign off on the entire system until all have been installed and accepted as operational. At that time, warranty shall begin for all systems on the same date.

The Proposer(s) Project Manager shall review the test results, and confirm compliance to the design. The Proposer(s) Project Manager shall ensure that the system is fully operational and in compliance with the performance specifications before requesting written acceptance. A meeting to confirm that all systems are fully operational will then be scheduled.

2. EQUIPMENT

Specifications

Twenty-eight (28) units total, are required for MAG Palo Verde Room and the MAG member agencies as listed in Appendix A. The minimum specifications for these units appears in Appendix C. The Proposer(s) should complete the form in Appendix C to indicate compliance with the specifications and explain items as required.

The Proposer(s) shall include the manufacturer specifications of all proposed equipment.

One (1) videoconferencing unit for the custom room design is required for the MAG Saguaro Room. The Saguaro Room is designed for up to 60 participants and is approximately 33' x 78.5'. The custom room requirements for this room shall be specified by the Proposer(s) who will determine the price for specific room requirements needed and document the method for deriving the price. The Saguaro Room drawing is included in Appendix B. Proposer(s) will be able to inspect the MAG Saguaro Room on the day of the Proposer's Conference from 8:30 a.m. to 12:00 p.m. (noon).

In addition to the videoconferencing equipment at the hub and end sites, the Regional Videoconferencing System shall have a Multi-point Conference Server (MCS) and an audio conferencing server. The MCS shall conform to the specifications identified in Appendix C. The MCS will be located at the hub site and must be upgradable and expandable without replacing the existing MCS.

The Regional Videoconferencing System shall have a 48-voice port audio conferencing server. The audio conferencing server shall give MAG and its member agencies the ability to communicate with others who do not have videoconferencing or when audio-only is an acceptable form of communication. Audio conferencing will also be a means of disaster recovery if videoconferencing systems or the MCS encounter technical difficulties. The audio conference system shall be able to connect to the video MCS and participate in videoconferencing meetings.

Ordering and Delivery

Ordering

Equipment and software furnished under this contract shall be ordered by purchase orders through MAG. Purchase orders issued shall reference the contract number and be subject to the terms and conditions of the contract. Upon receipt of the purchase orders, the Proposer(s) shall order the selected equipment as outlined in the contract.

Delivery and Staging

The Proposer(s) shall arrange for shipment to the end points and to the hub location for installation. The delivery and installation time frames will be described in days from the date of contract signature.

The Proposer(s) shall develop a phased deployment schedule for equipment ordering and delivery.

Equipment shall be staged at the Proposer(s) or manufacturer location and shipped according to the phased deployment schedule. All components for each location shall be inventoried, stored and shipped together. MAG and member agencies will not take possession of the equipment until it is installed. Control and security of the equipment until then is the responsibility of the Proposer(s).

The Vendor shall work with the end sites to ensure equipment is delivered to each site and installed on the same day. Installation of equipment shall occur when the network is already in place and performance tested.

Equipment and Installation Costs

Costs

The tables identified in Appendix D and E must be completed by the Proposer(s). Proposer(s) are requested to submit prices for equipment, installation, shipping, delivery, taxes and any other charges for the Regional Videoconferencing System.

Optional equipment in Appendix D is also specified in case MAG or member agencies wish to purchase enhancements to the Regional Videoconferencing System. If the installation is included in the price of the product, this information must be identified. The Proposer(s) is encouraged to identify those items deemed important for a successful implementation.

Installation cost shall include at a minimum all labor, and all actual and implied work to install the videoconferencing system to operable status, to connect to the network, to install the required software and to configure the equipment. All work shall be done in accordance with all applicable building and electrical codes.

Installation

Physical installation will consist of at least all of the following:

- Site inspection
- Unpacking of products
- Product inventory and inspection
- Power-up testing
- Installation and configuration of all software and hardware
- Product orientation for hub and end site coordinators including diagnostic and troubleshooting procedures, programming procedures, module function descriptions, product features, and network description
- Providing manufacturer's product documentation

The installation shall be performed by a technician/engineer experienced in installing the videoconferencing system and who has been authorized by the vendor(s) of record.

The Proposer(s) shall identify and maintain a log of anything that does not function as specified and report it to the project team, as well as resolve any identified discrepancies before project acceptance.

Acceptance of Equipment/Software

Conform to Specifications

The equipment and software furnished shall be new and free from all defects in design, workmanship and materials. If any product does not conform to the manufacturer's official published specifications, the Proposer(s) shall correct the defects without charge or replace the product. If the Proposer(s) is unable or refuses to correct or replace such items, MAG may terminate the contract in whole or in part.

Bench Test of Equipment

The Proposer(s) shall describe the process for bench testing the equipment for the Regional Videoconferencing System. The Proposer(s) is responsible for identifying and carrying out tests to verify proper function and interoperability of all equipment.

Service and Support

Workmanship

The Proposer(s) shall warrant that all workmanship and materials furnished under this contract shall be guaranteed for a period at least equal to the manufacturers warranty. The Proposer(s) will also indicate any additional costs to guarantee the products for a period of one and three years. The Proposer(s) shall repair and/or replace any defective equipment at no cost to MAG during the warranty/maintenance period, provided that such defects are not due to abuse or negligence on the part of MAG or its member agencies. Proposer(s) shall supply an equivalent product within four business hours which will be used by MAG and/or its member agencies until the original equipment is repaired or replaced.

Service Maintenance and Support Services

The Proposer(s) shall maintain and provide support services for the video system, audio conferencing server and the MCS. In the event of component failure, the Proposer(s) shall guarantee parts and on-site technician support within four business hours. Availability of service maintenance and parts must be guaranteed for the life of the contract or five years, whichever is greater.

The Proposer(s) shall submit a support program that includes:

- system installation
- project coordination
- an end user on-site or multimedia orientation
- training classes
- 12 x 5 Technical Assistant Center/Help Desk
- software administrative systems and tools
- four business hours on-site service and replacement parts
- software protection plans and upgrades, and associated costs.

It is expected that software upgrades will be provided at no extra charge during the warranty period. The Proposer(s) shall also:

- Describe the terms and conditions of the proposed equipment warranties
- Describe available annual maintenance options on proposed equipment, and associated costs
- Describe its customer support structure
- Submit a renewable annual support plan
- Specify method of installation

The awarded Proposer(s) shall identify staffing and skills necessary to manage the equipment effectively.

The system and tools shall log trouble alerts for analysis, both short and long term. Critical alerts adversely affecting MCS and audio conference server function and response must require acknowledgment by the operator or perform some other attention confirming action.

The system shall provide performance data, both real time and historical, logged electronically for

reporting and analysis. Basic reports and the ability for MAG staff to create custom reports shall be provided.

The system and tools shall record access and reporting. The Proposer(s) shall provide a written description of the completed system setup with an accompanying diagram.

Training

It is the intention of this project to train all hub site coordinators and end site coordinators and their backup personnel. This group will not exceed 60 people. This group will be known as Internal Trainers.

Training plans shall be put in place for end site coordinators, hub site coordinators and end users. The Proposer(s) shall be responsible for training the Internal Trainers and they shall supply training materials including at least: one (1) System Manual, one (1) System User's Guide, one (1) Internal Training Manual and one (1) set of workbooks for each training course in electronic format (format agreed upon at a later date) and hard copy format for each Internal Trainer. The Internal Trainers manual shall describe the content and process of the training courses.

The selected Proposer(s) shall supply a basic training session at the time of installation for end point systems. This training is intended to enable sites to place a call to a remote site for an initial face to face meeting.

The Proposer(s) shall describe a complete training program for system functions, maintenance and diagnostics for all installed equipment. Upon completion of the hardware/software installation and activation of the new videoconferencing system, but prior to final acceptance, the Proposer(s) shall provide training at a time and place mutually agreed upon by Proposer(s) and customer. The Proposer(s) shall provide schedules listing all forms of training offered with locations and costs.

The following training course plans shall be provided at a minimum. Relevant training course plans may be combined if the Proposer(s) deems it better.

1. Being a participant in a videoconference
2. Being a leader in a videoconference
3. Being a presenter in a videoconference
4. Videoconferencing etiquette
5. System overview
6. Tips and techniques
7. Site Coordinator administrative functions
8. Technical systems information
9. Hub site administrative functions
10. Multi-point Conference Server functions
11. Audio conferencing server functions
12. Train the trainer for courses 1-6 above

The minimum specifications for training are identified in Appendix C. Proposer(s) shall complete the training forms as indicated in Appendix D with as much detail as necessary to indicate the scope of the training offered.

Hub site coordinators shall receive videoconferencing, Multi-point Conference Server and audio conferencing server training. The videoconferencing training will include training on both end site and hub site equipment. All hub site training will be given in time to prepare the hub site coordinator to be ready to operate the system

at time of acceptance. MCS and audio conferencing server training shall be scheduled through the MAG Project Manager and the Proposer(s) Project Manager as soon as possible. Training materials and documentation in electronic format (format to be agreed upon at a later date) and hard copy shall be provided.

3. NETWORK

Specifications

MAG has specified the use of a network connecting all sites. The Gila River Indian Community, the Salt River Pima-Maricopa Indian Community and the Town of Wickenburg may need special consideration. Refer to Appendix C for specifications of network for end sites and hub site.

The Proposer(s) shall provide the network to a demarcation point or to the videoconference room depending on each jurisdiction's preference, as identified in Appendix F. The Proposer(s) shall guarantee a line quality capable of supporting a transmission rate of at least 384 kilobits per second and capable of supporting 30 frames per second as required for proper support of H.320. The Proposer(s) shall install a separate analog phone line in each videoconferencing room if required for remote diagnostics. A digital phone line and phone shall be provided if one is not currently available in the videoconferencing room.

Network Ordering and Delivery

Ordering

The selected Proposer(s) shall order the network upon written authorization from MAG.

When ordering network for videoconferencing, the selected Proposer(s) shall request it from the network service provider. Network for the hub site shall also be ordered by the Proposer(s). In addition, the Proposer(s) shall specify network end point equipment and switching devices needed at each site and supply the costs in Appendix D. Appendix A gives the member agencies' telephone area codes and prefixes.

Delivery and Staging

The Proposer(s) will perform the following in regards to network:

- Confirm due date with network provider for installation date
- Verify that the network will be installed and live one full week prior to actual video installation
- Serve as the liaison with the network provider
- Provide circuit information and/or ID #'s to Proposer(s) Project Manager and field engineer and MAG Project Manager if necessary
- Provide documentation relating to the environmental considerations. Environmentals include: equipment size and weight, operating environment, power consumption and power requirements
- Provide a separate analog phone line to each videoconferencing room if required for remote diagnostics

The Proposer(s) will be responsible for the staging of the network installation to coincide as closely as

possible to the delivery of videoconferencing equipment. The staging should ensure that the sites chosen for testing have their network installed first. The Proposer(s) shall provide an estimated sequence of network installation at both MAG and the end sites to allow for the necessary preparations to be made by MAG and its member agencies.

Network Installation

Costs

The Proposer(s) shall provide in Appendix D the cost of installing all network components including the one time installation charge, fixed monthly operating charges, rates for long-distance charges within Maricopa County and the connected sites, maintenance fees and required equipment. Total costs should also be included for an example three year period as indicated in Appendix E.

Installation

The Proposer(s) shall provide the network to a demarcation point or to the videoconference room depending on each jurisdiction's preference, as identified in Appendix F. The Proposer(s) shall guarantee a line quality capable of supporting a transmission rate of at least 384 kilobits per second and capable of supporting 30 frames per second and as required for proper support of H.323. The Proposer(s) shall install a separate analog phone line in each videoconferencing room if required for remote diagnostics.

The installation shall be performed by a technician/engineer experienced in installing networks and who has been authorized by the vendor(s) of record.

The Proposer(s) shall identify and maintain a log of anything that does not function as specified and report it to MAG, as well as resolve any identified discrepancies before project acceptance.

Network Certification

In conjunction with the equipment installation, the Proposer(s) shall test the network and certify that it is functioning properly for all call types. Call types include testing long distance calls, point to point calls, multi-point calls etc. The field engineers installing the equipment shall also provide the network certification. These call types must be tested for each end point and thoroughly tested at the hub location. As part of the phased deployment, the hub location shall be the first site to be installed. The Proposer(s) shall specify the certification process for the network.

Service and Support

Workmanship

The Proposer(s) shall warrant that all workmanship and materials furnished under this contract shall be guaranteed for a period equal to the manufacturers warranty. The Proposer(s) shall also indicate any additional costs to guarantee the products for a period of one and three years. The Proposer(s) shall repair and/or replace any defective equipment at no cost to MAG during the warranty/maintenance period, provided that such defects are not due to abuse or negligence on the part of MAG or its member agencies. Proposer(s) shall supply an equivalent product within four business hours which will be used by MAG and/or its member agencies until the original equipment is repaired or replaced.

Service Maintenance and Support Services

The Proposer(s) shall maintain and provide support services for the network. In the event of component failure, the Proposer(s) shall guarantee parts and on-site technician support within four business hours.

The Proposer(s) shall submit a support program that includes network installation, project coordination, 24 x 7 Help Desk services and tools, on-site four business hours service, and network administration. The awarded Proposer(s) shall identify staffing and skills necessary to manage the network effectively.

The system and tools shall log trouble alerts for analysis, both short and long term. Critical alerts adversely affecting network function and response must require acknowledgment by the operator or perform some other attention confirming action.

The system shall provide network performance data, both real time and historical, logged electronically for reporting and analysis.

The system and tools shall record network topology, circuit, and connection data for reference, access and reporting. The Proposer(s) shall provide a written description of the completed network setup with an accompanying diagram in both hard copy and electronic format (format to be agreed upon at a later date).

4. DELIVERABLES

The deliverables for the project are noted below:

Task 1 - Project Coordination

- Gantt chart for the Regional Videoconferencing System
- Weekly status reports
- Three (3) project newsletters
- A draft and a final report summarizing all work performed on the project
- Any other deliverables necessary for the successful completion of this task
- Any other deliverables for this task that are identified in this RFP

Task 2 - Equipment

- Phased deployment schedule for equipment ordering and delivery
- Twenty-eight (28) videoconferencing units for the MAG Palo Verde room and end sites
- One (1) videoconferencing unit for the hub site
- Custom room design and implementation for the MAG Saguaro Room
- A 27 port Multi-point Conference Server including associated software and a personal computer
- A 48 port audio conferencing server
- All necessary training manuals for the equipment
- Manufacturers product documentation and warranty
- Logs of anything that does not function as specified as well as measures taken to resolve any identified discrepancies
- Documentation of process for bench testing videoconferencing equipment
- Warranty that all workmanship and materials furnished under this contract will be guaranteed for a period equal to the manufacturer's warranty.
- Equipment support program
- Equipment performance data, logged electronically for reporting and analysis

- A document in electronic format (format to be agreed upon at a later date) of the proposed system setup with accompanying diagram
- An “As Built” document in electronic format of the entire videoconferencing system as implemented.
- Training materials including one Internal Training Manual in both hard copy and electronic format (format to be agreed upon at a later date), which describes the content and process of the training courses
- A set of workbooks for each training course referenced herein in electronic format and hard copy format for each Internal Trainer
- A complete training program for the operation and maintenance of all installed equipment
- Any other deliverables necessary for the successful completion of this task
- Any other deliverables for this task that are identified in this RFP

Task 3 - Network

- Network for end sites
- Network for the Salt River Pima-Maricopa Indian Community
- Network for the Gila River Indian Community
- Network for the Town of Wickenburg
- Network for the hub site (MAG)
- One separate analog phone line to each videoconferencing room if required for remote diagnostics
- One digital phone line and phone if not currently available in the videoconferencing room
- Logs of anything that does not function as specified as well as steps to resolve discrepancies
- Certification that network is in working order
- Warranty of all workmanship and materials guaranteed for a period equal to the manufacturers’ warranty
- Support program for network installation
- Ongoing support program
- Network performance data, logged electronically for reporting and analysis
- Written description of completed network setup with an accompanying diagram
- Any other deliverables necessary for the successful completion of this task
- Any other deliverables for this task that are identified in this RFP

APPENDIX A

HUB AND END SITE ADDRESSES, LOCATION OF VIDEOCONFERENCING ROOM AND TELEPHONE AREA CODE AND PREFIX

City of Avondale
1825 North 107th Ave.
Conference Room
Avondale, Arizona 85323
480-932

Town of Carefree
100 Easy Street
Conference Room
Carefree, Arizona 85377
480-488

City of Chandler
125 E. Commonwealth Ave.
Community Center Room 201
Chandler, Arizona 85225
480-782

Town of Fountain Hills
16836 East Palisades, Building C
Conference Room
Fountain Hills, Arizona 85268
480-816

Gila River Indian Community
315 West Casa Blanca Road
Small Conference Room
Sacaton, Arizona 85247
520-562

City of Glendale
5850 West Glendale Avenue
Council Chambers
Glendale, Arizona 85301
623-930

Town of Guadalupe
9241 South Avenida del Yaqui
Guadalupe, Arizona 85283
480-730

Town of Buckeye
100 North Apache, Ste. A
Conference Room
Buckeye, Arizona 85326
623-386

Town of Cave Creek
37622 North Cave Creek Road
Court Administration Conference Room
Cave Creek, Arizona 85331
480-488

City of El Mirage
14405 North Palm Street
City Hall Conference Room
El Mirage, Arizona 85335
623-972

Town of Gila Bend
644 West Pima Street
Council Chambers
Gila Bend, Arizona 85337
520-562

Town of Gilbert
1025 South Gilbert Road
Executive Conference Room 233
Gilbert, Arizona 85296-3401
480-503

City of Goodyear
119 North Litchfield Road
Firebay Room
Goodyear, Arizona 85338
623-932

City of Litchfield Park
214 West Wigwam Boulevard
Council Chambers
Litchfield Park, Arizona 85340
623-935

Maricopa County
301 West Jefferson
4th Floor Conference Room
Phoenix, Arizona 85003
602-506

Town of Paradise Valley
6401 East Lincoln
Police Department Auditorium
Paradise Valley, Arizona 85253-4399
480-348

City of Phoenix
200 West Washington Street
12th Floor Subcommittee Room
Phoenix, Arizona 85003-1611
602-262

Salt River Pima-Maricopa Indian Community
10005 East Osborn Road
Lower Level Conference Room
Scottsdale, Arizona 85256
480-850

City of Surprise
12425 West Bell Road, Ste. D-100
Training/Meeting Room
Surprise, Arizona 85374
623-583

City of Tolleson
9555 West Van Buren
Council Chambers
Tolleson, Arizona 85353
623-936

Town of Youngtown
12030 Clubhouse Square
Town Hall Conference Room
Youngtown, Arizona 85363
623-933

City of Mesa
20 East Main Street, 8th Floor
City Attorneys Conference Room
Mesa, Arizona 85211
480-644

City of Peoria
8401 West Monroe Street
Council Chambers
Peoria, Arizona 85345
623-773

Town of Queen Creek
22350 South Ellsworth
Kiwanis Conference Room
Queen Creek, Arizona 85242-9311
480-987

City of Scottsdale
3939 Civic Center Boulevard
Kiva or Attorney Conference Room
Scottsdale, Arizona 85251
480-312

City of Tempe
31 East 5th Street
Human Resources Conference Room
Tempe, Arizona 85281
480-350

Town of Wickenburg
155 North Tegner, Ste. A
Conference/Council Room
Wickenburg, Arizona 85390
520-684

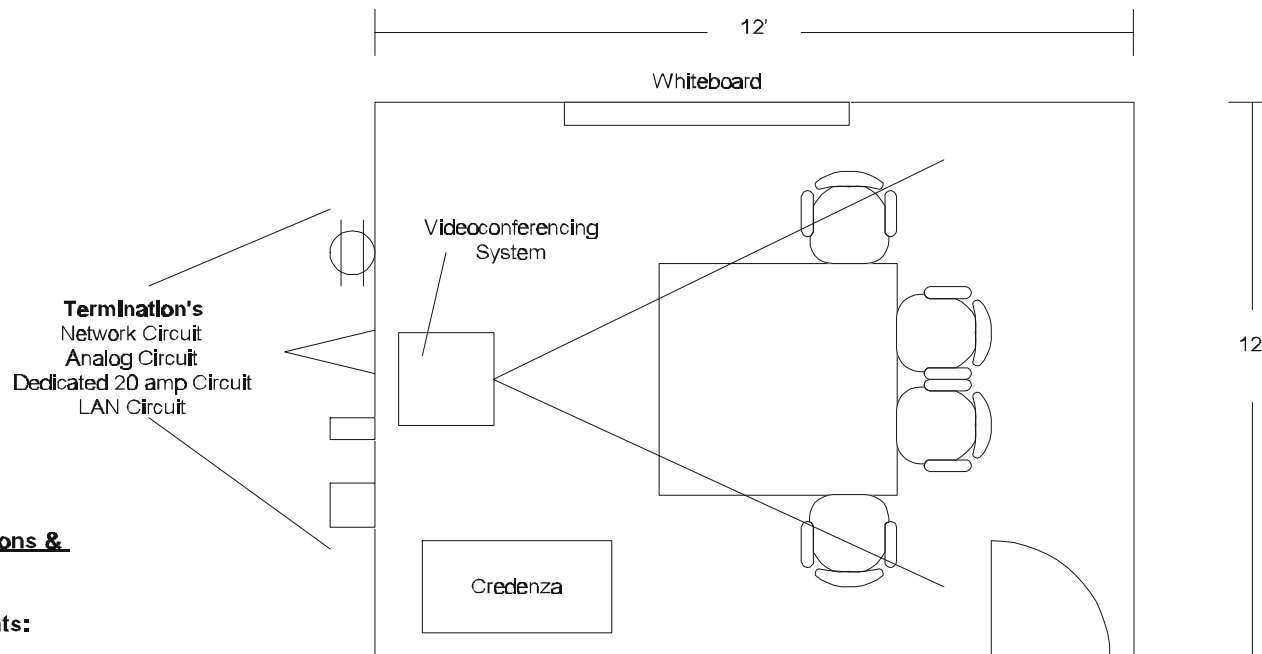
Maricopa Association of Governments
302 N. 1st Ave. Ste. 200
Palo Verde Room and Saguaro Room
Phoenix, Arizona 85003
602-254

APPENDIX B

ROOM DRAWINGS

Appendix B: Room Drawings
Conceptual
Conference Room
1 - 4 Participants
Setup System

LEGEND



Room Recommendations & Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

**Videoconferencing
 Concept Drawing
 (not to scale)**

Conceptual Conference Room 1 - 6 Participants Mid-Size Room System

LEGEND



LAN CONNECTION



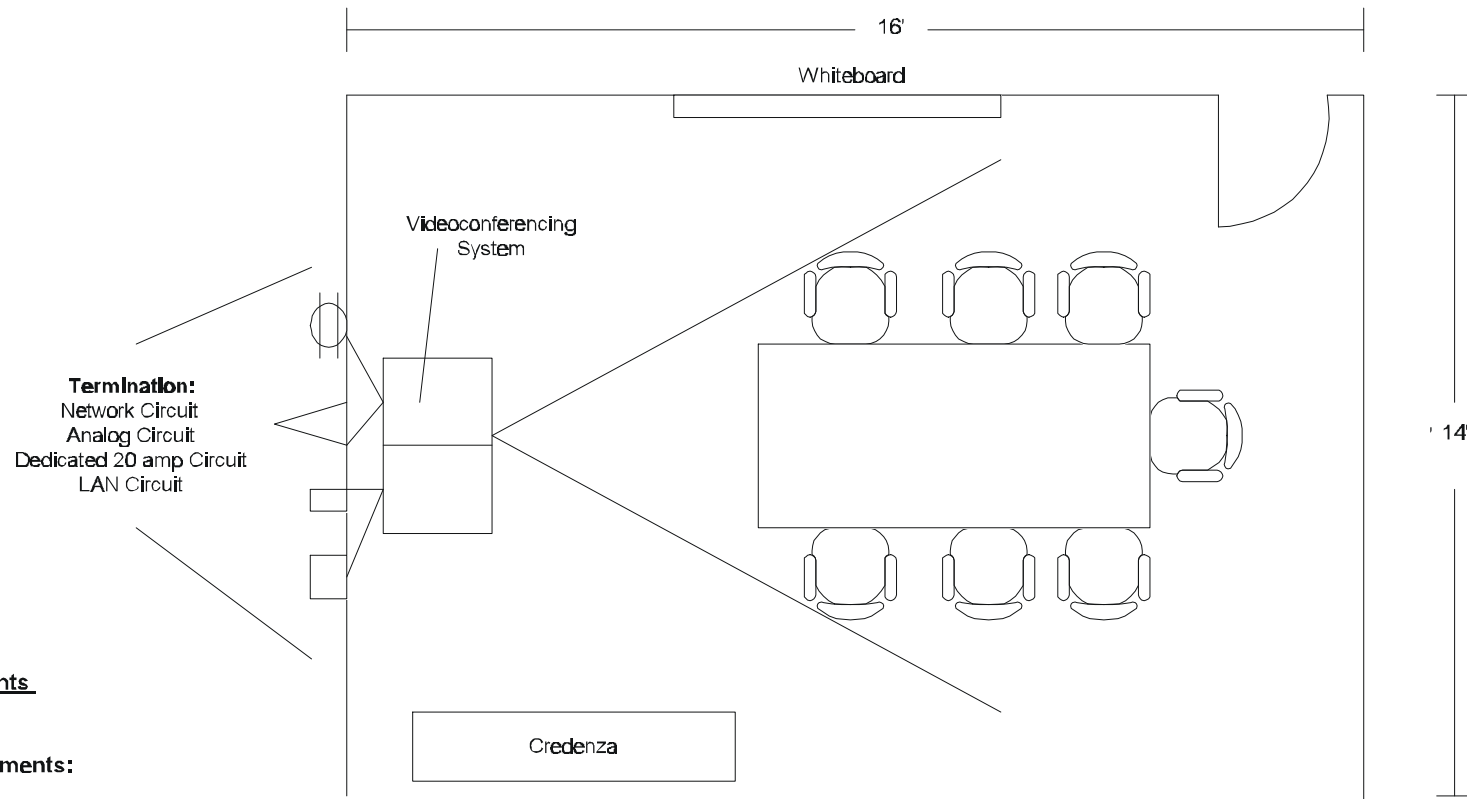
NETWORK CIRCUIT



ANALOG CIRCUIT



20 AMP CIRCUIT



Room Requirements

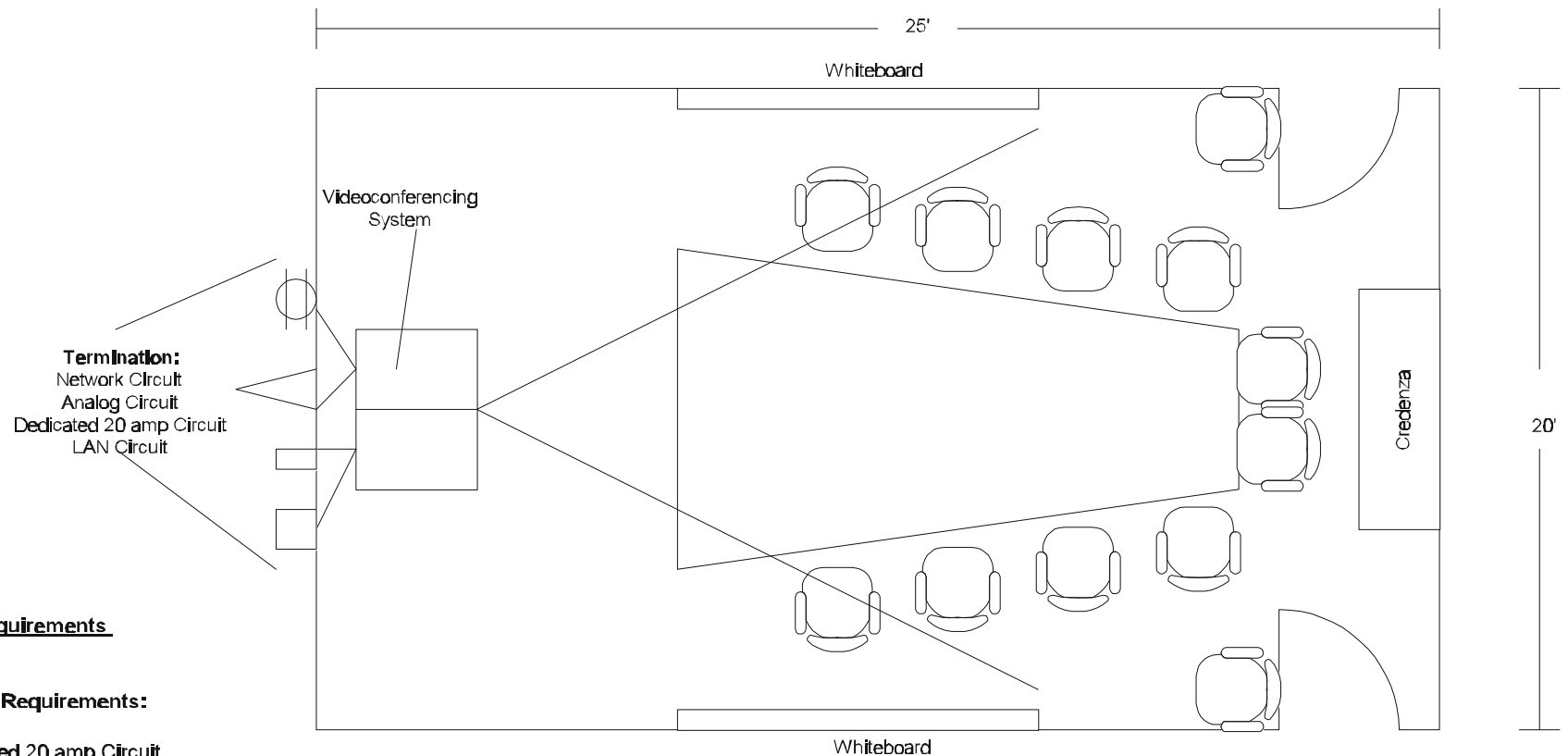
Minimum Requirements:

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2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

**Videoconferencing
Concept Drawing
(not to scale)**

Conceptual Conference Room 1 - 12 Participants Large Room System

LEGEND



Room Requirements

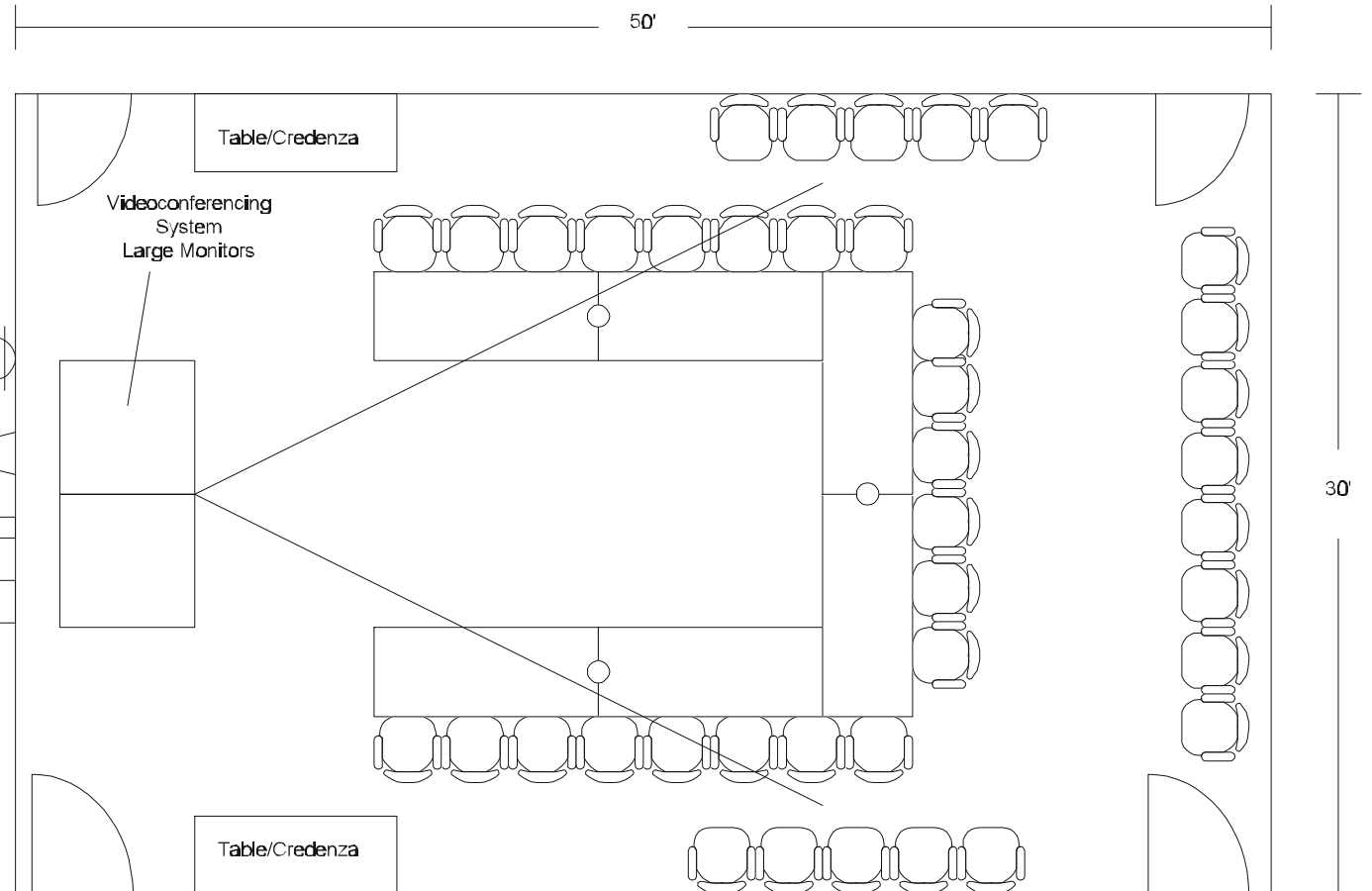
Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

**Videoconferencing
Concept Drawing
(not to scale)**

Conceptual Conference Room 1 - 40 Participants Custom Room

LEGEND



Termination:
 Network Circuit
 Analog Circuit
 Dedicated 20 amp Circuit
 LAN Circuit

Room Requirements

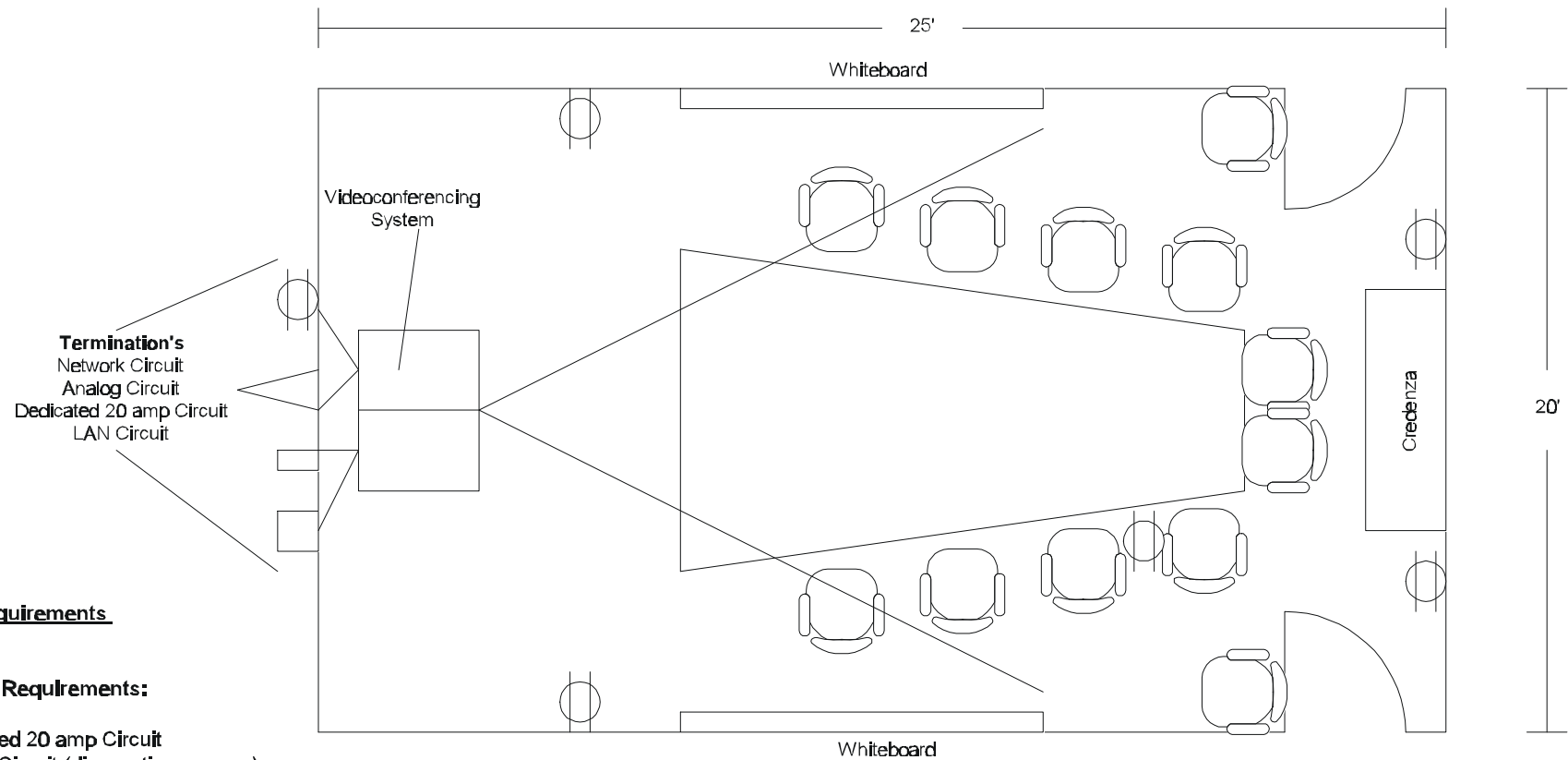
Minimum Requirements:

1. Dedicated 20 amp circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (If LAN access available)
5. Drapes or curtains over windows

**Videoconferencing
 Concept Drawing
 (not to scale)**

Avondale Conceptual Conference Room (construction)

LEGEND



Room Requirements

Minimum Requirements:

1. **Dedicated 20 amp Circuit**
2. **Analog Circuit (diagnostic purposes)**
3. **Network Termination (type to be determined)**
4. **LAN Circuit (if LAN access available)**
5. **Drapes or curtains over windows**

**Videoconferencing
Concept Drawing
(not to scale)**

Buckeye Conference Room

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

LEGEND



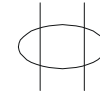
LAN CONNECTION



ANALOG CIRCUIT

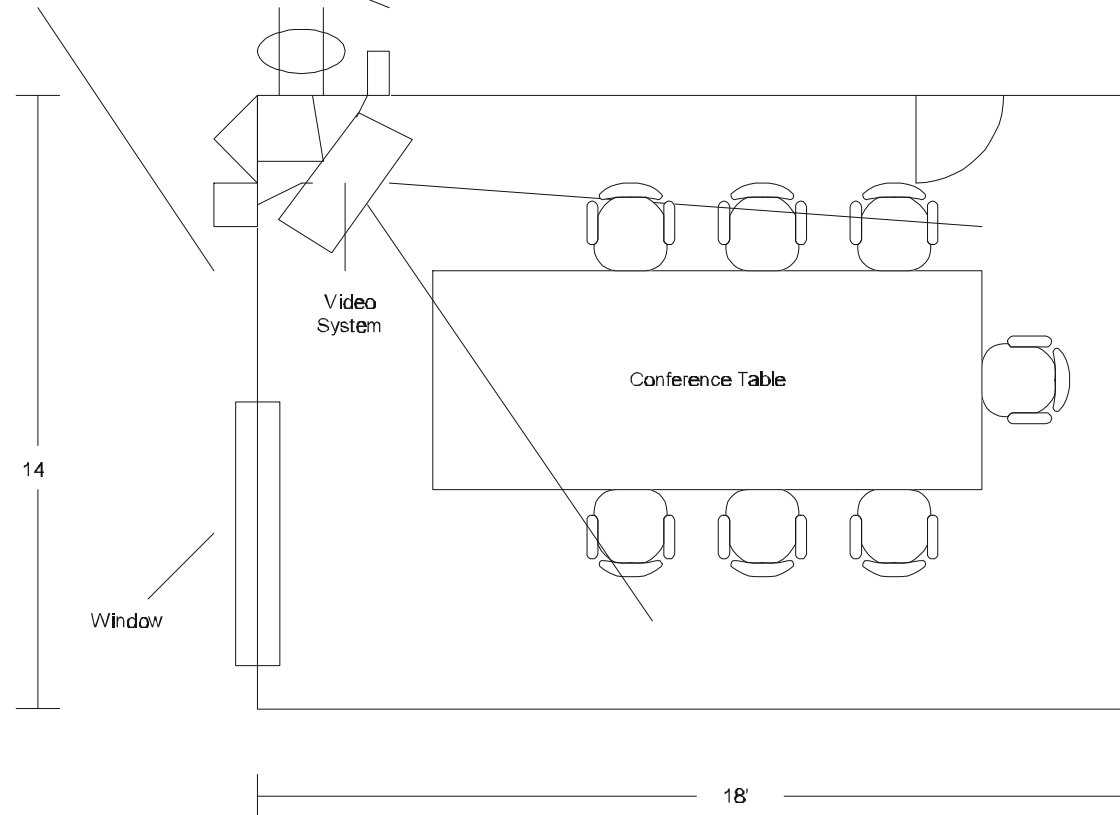


NETWORK CIRCUIT



20 AMP CIRCUIT

Termination's:
Network Circuit
Analog Circuit
Dedicated 20 amp Circuit
LAN Circuit



**Videoconferencing
Concept Drawing
(not to scale)**

Carefree Conference Room

LEGEND



LAN CONNECTION



NETWORK CIRCUIT



ANALOG CIRCUIT

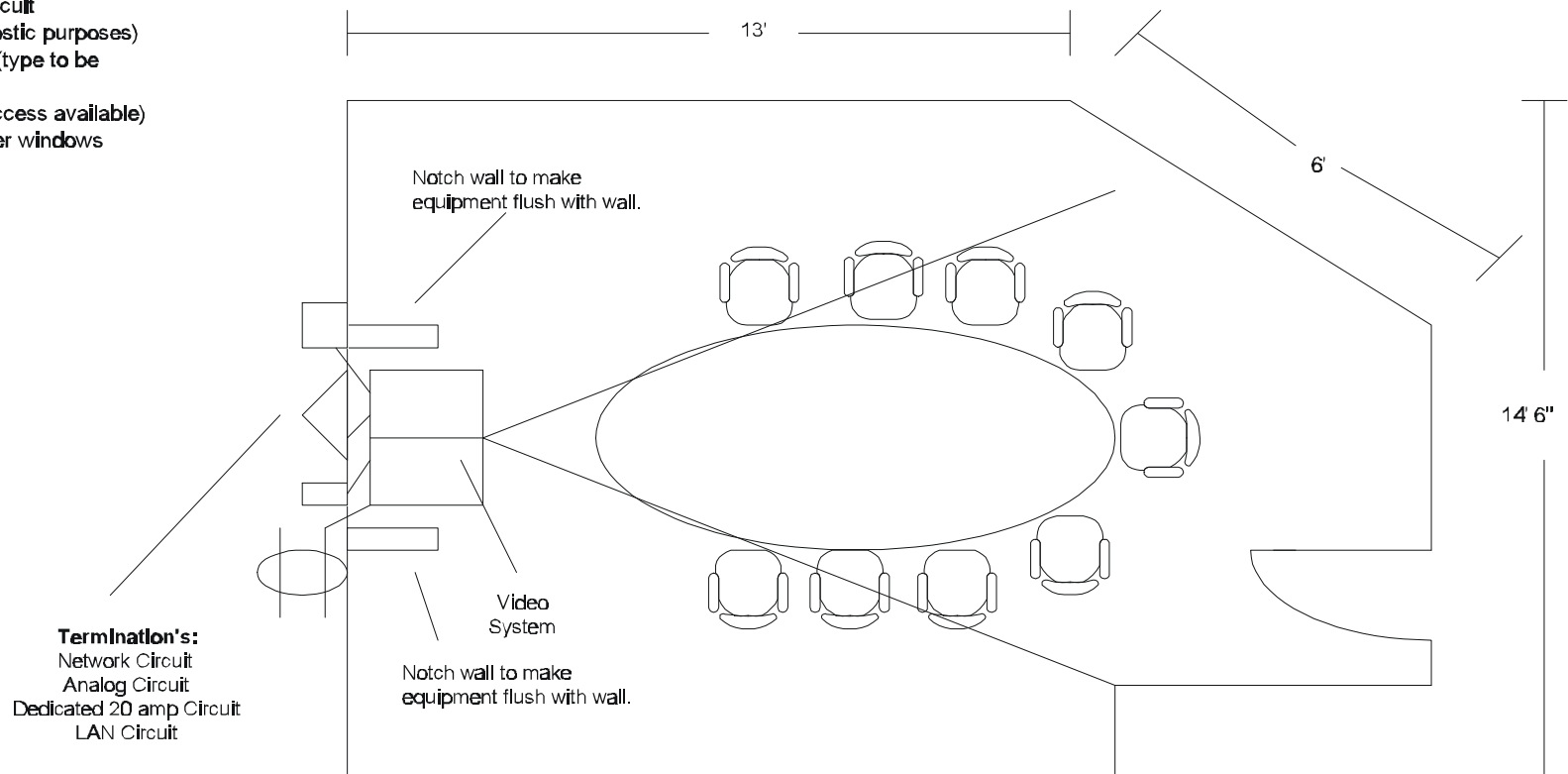


20 AMP CIRCUIT

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



**Videoconferencing
Concept Drawing
(not to scale)**

**Chandler
Community Center
Room 201**

LEGEND



LAN CONNECTION



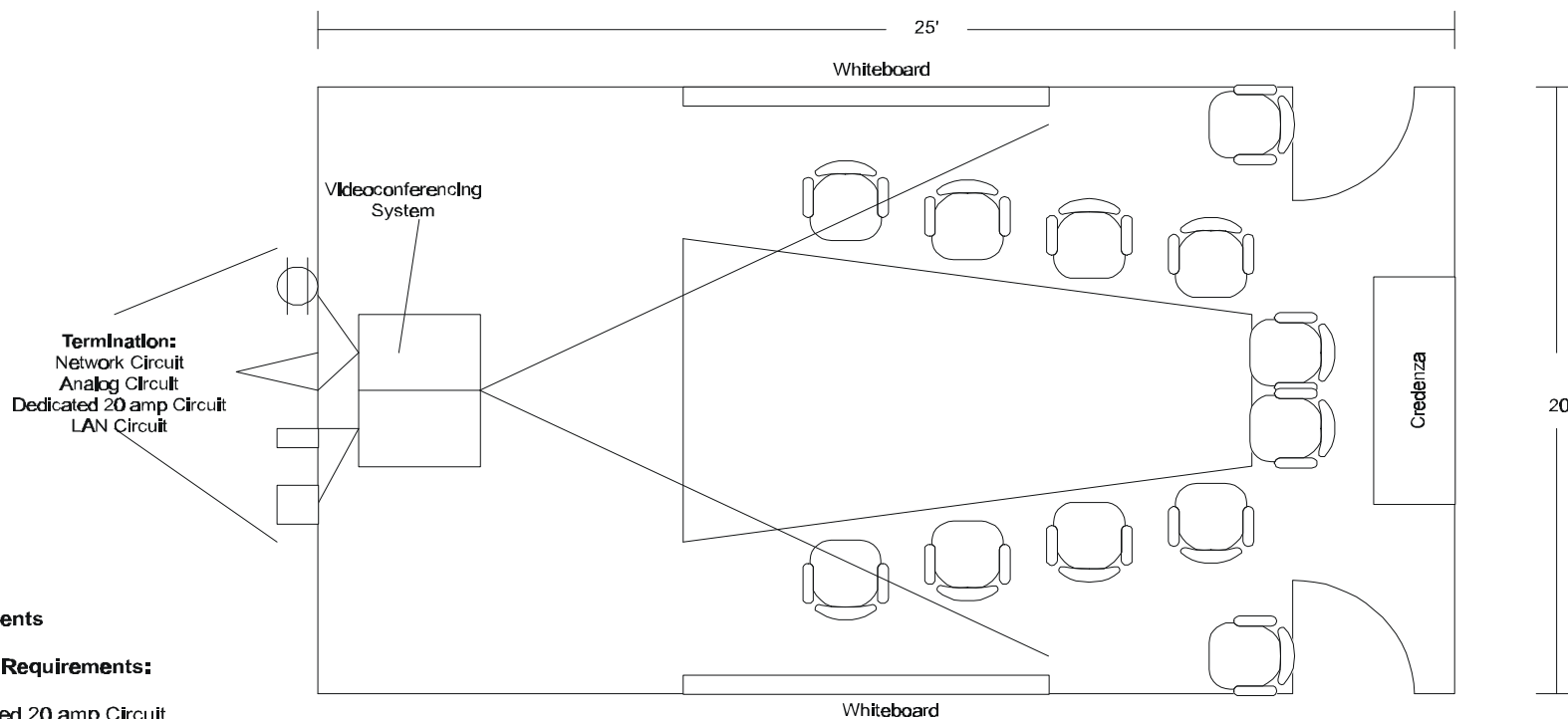
NETWORK CIRCUIT



ANALOG CIRCUIT



20 AMP CIRCUIT



**Room
Requirements**

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

**Videoconferencing
Concept Drawing
(not to scale)**

El Mirage City Attorney Office

LEGEND



LAN CONNECTION



NETWORK CIRCUIT



ANALOG CIRCUIT



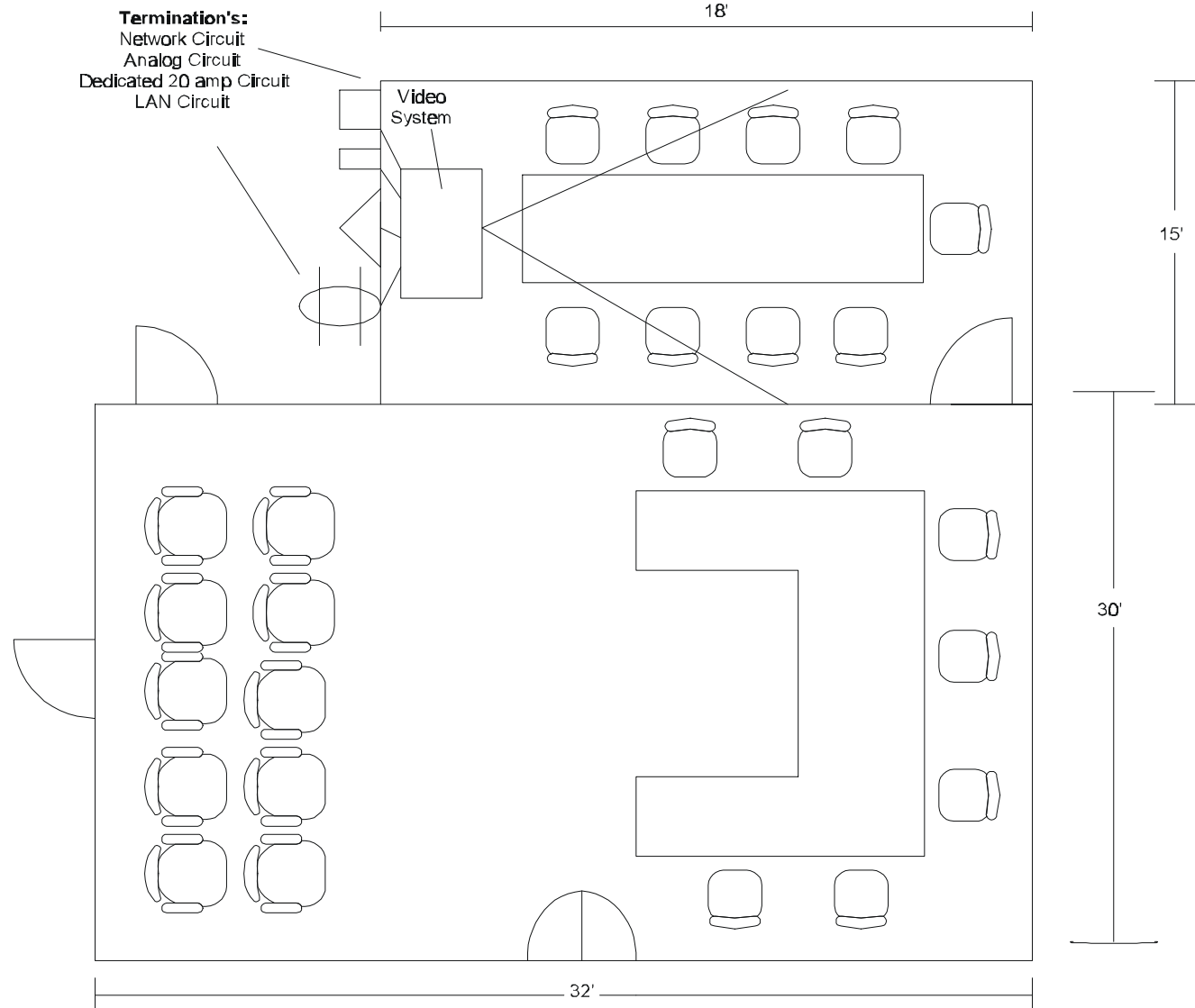
20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

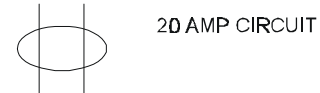
Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Gila Bend Videoconferencing Room

LEGEND

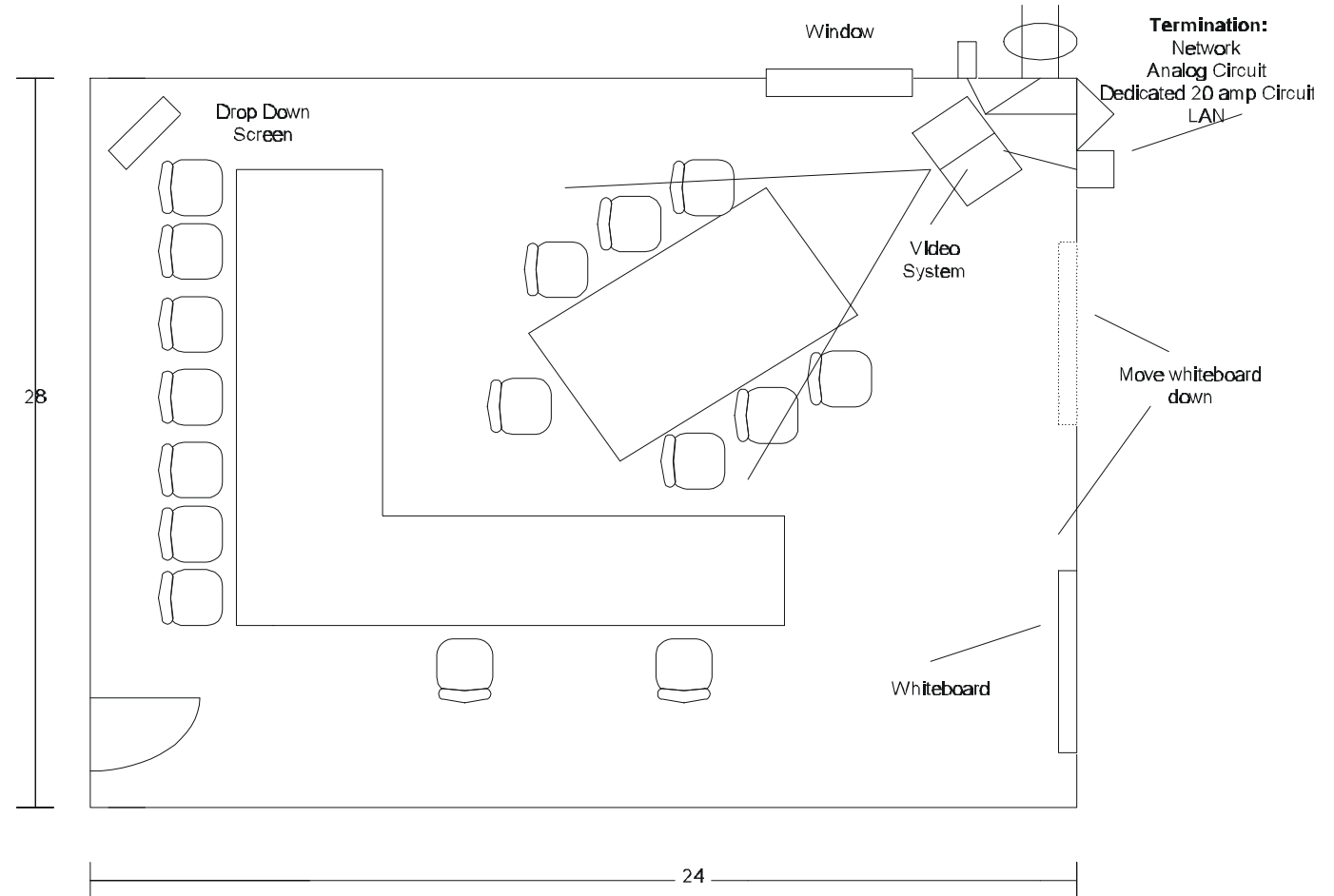


Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Gilbert Executive Conference Room 233

LEGEND



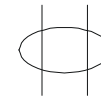
LAN CONNECTION



ANALOG CIRCUIT



NETWORK CIRCUIT



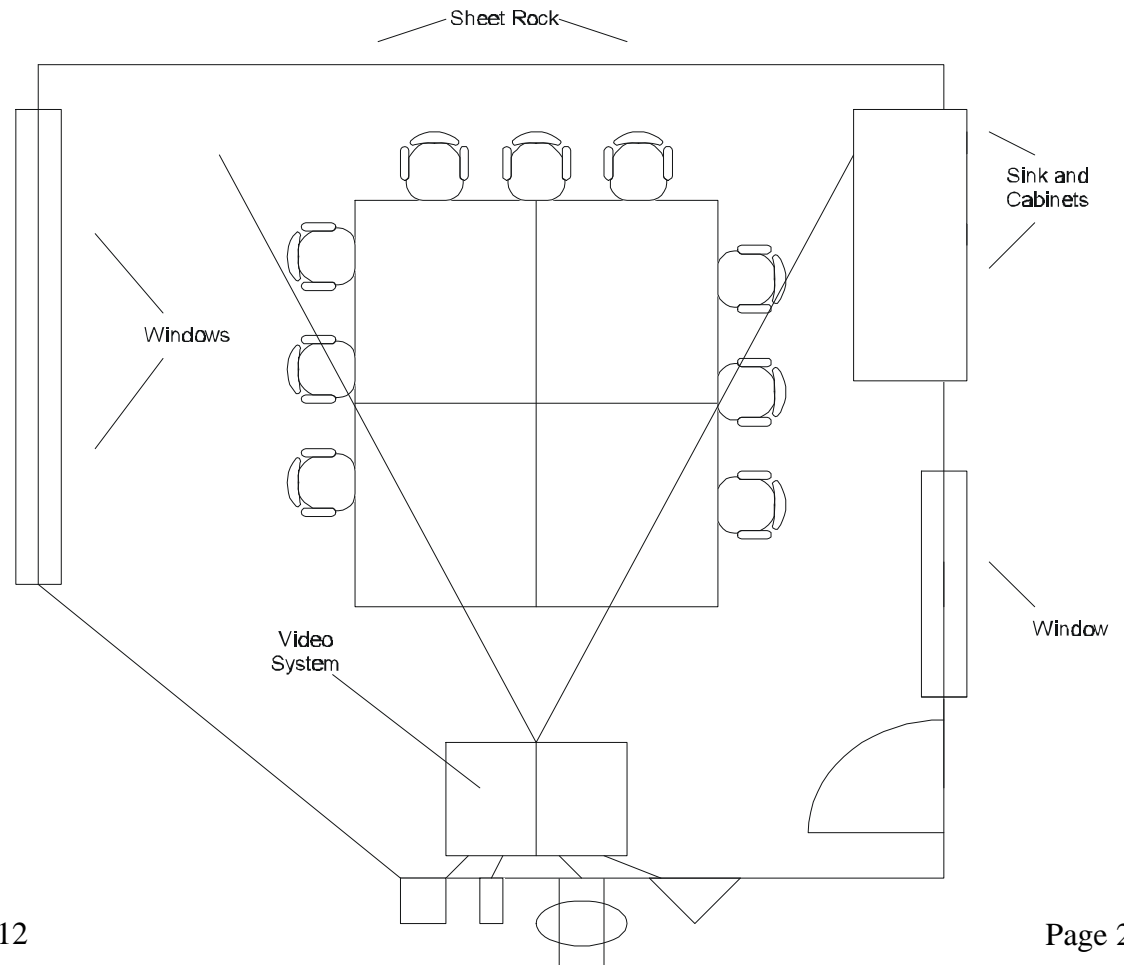
20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Glendale Conference Room

LEGEND



LAN CONNECTION



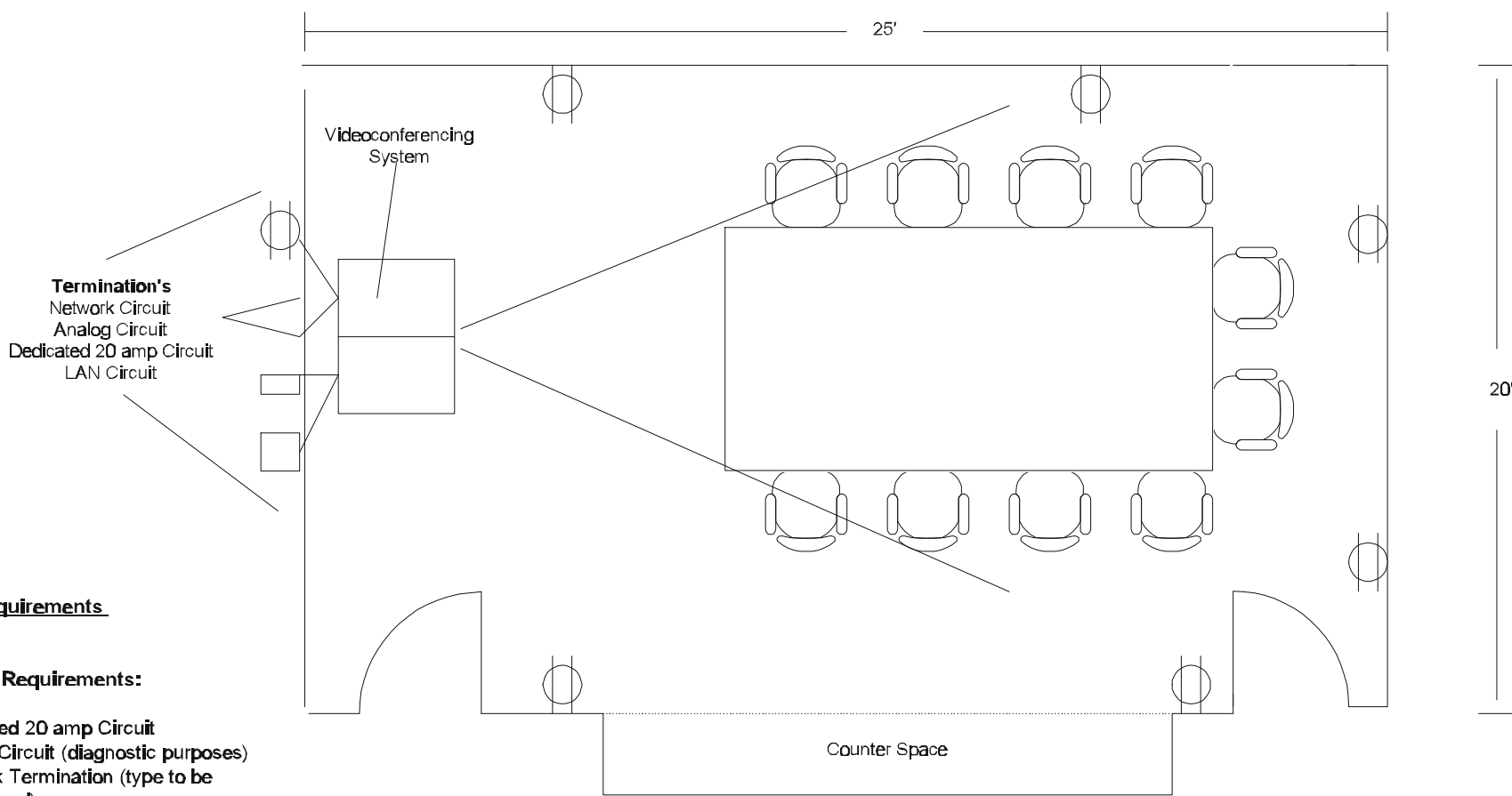
NETWORK CIRCUIT



ANALOG CIRCUIT



20 AMP CIRCUIT



Room Requirements

Minimum Requirements:

1. **Dedicated 20 amp Circuit**
2. **Analog Circuit (diagnostic purposes)**
3. **Network Termination (type to be determined)**
4. **LAN Circuit (if LAN access available)**
5. **Drapes or curtains over windows**

Litchfield Park Conference Room

LEGEND



LAN CONNECTION



NETWORK CIRCUIT



ANALOG CIRCUIT

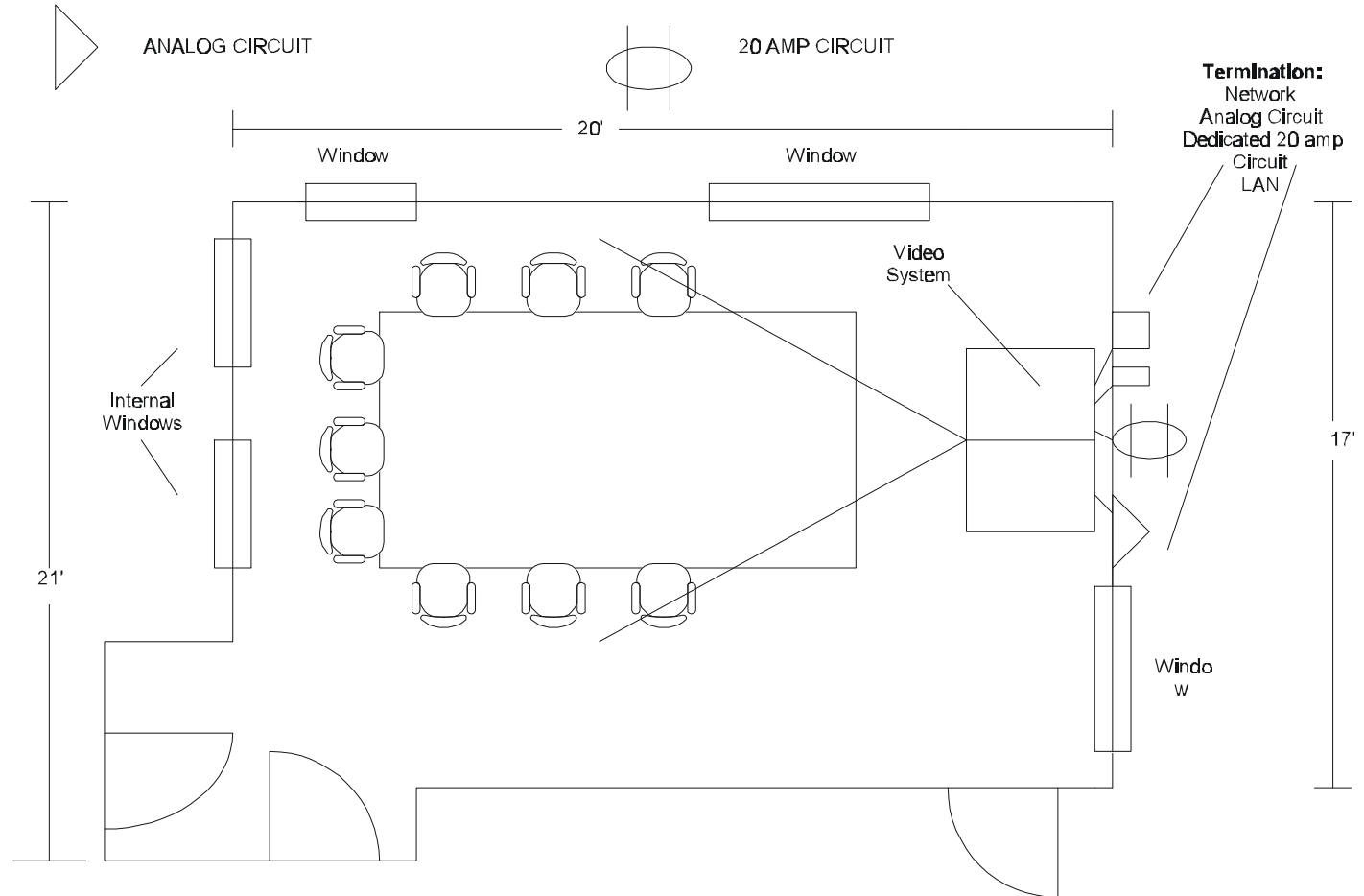


20 AMP CIRCUIT

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



**Videoconferencing
Concept Drawing
(not to scale)**

**Maricopa County
Admin Building
4th Floor
Conference Room**

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

LEGEND



LAN CONNECTION



NETWORK CIRCUIT

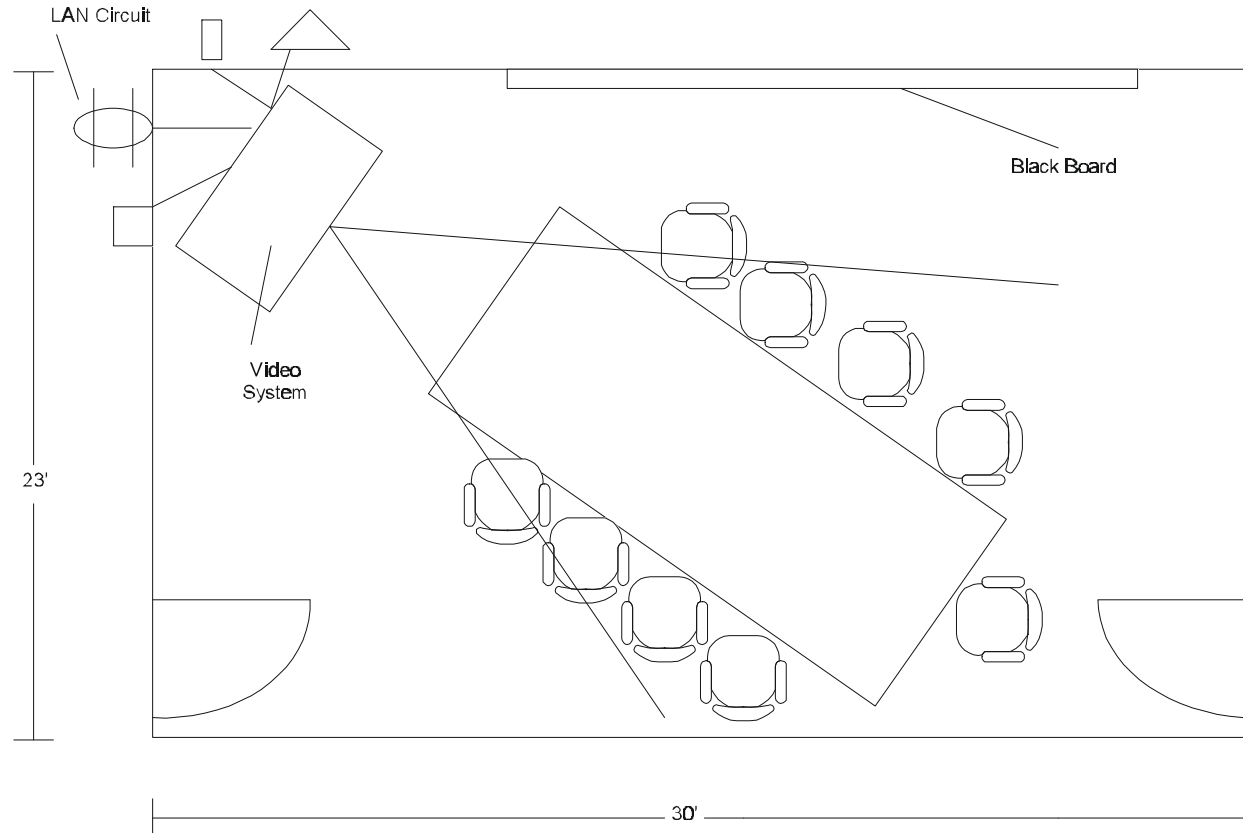


ANALOG CIRCUIT



20 AMP CIRCUIT

Termination:
Network Circuit
Analog Circuit
Dedicated 20 amp
circuit
LAN Circuit



**Videoconferencing
Concept Drawing
(not to scale)**

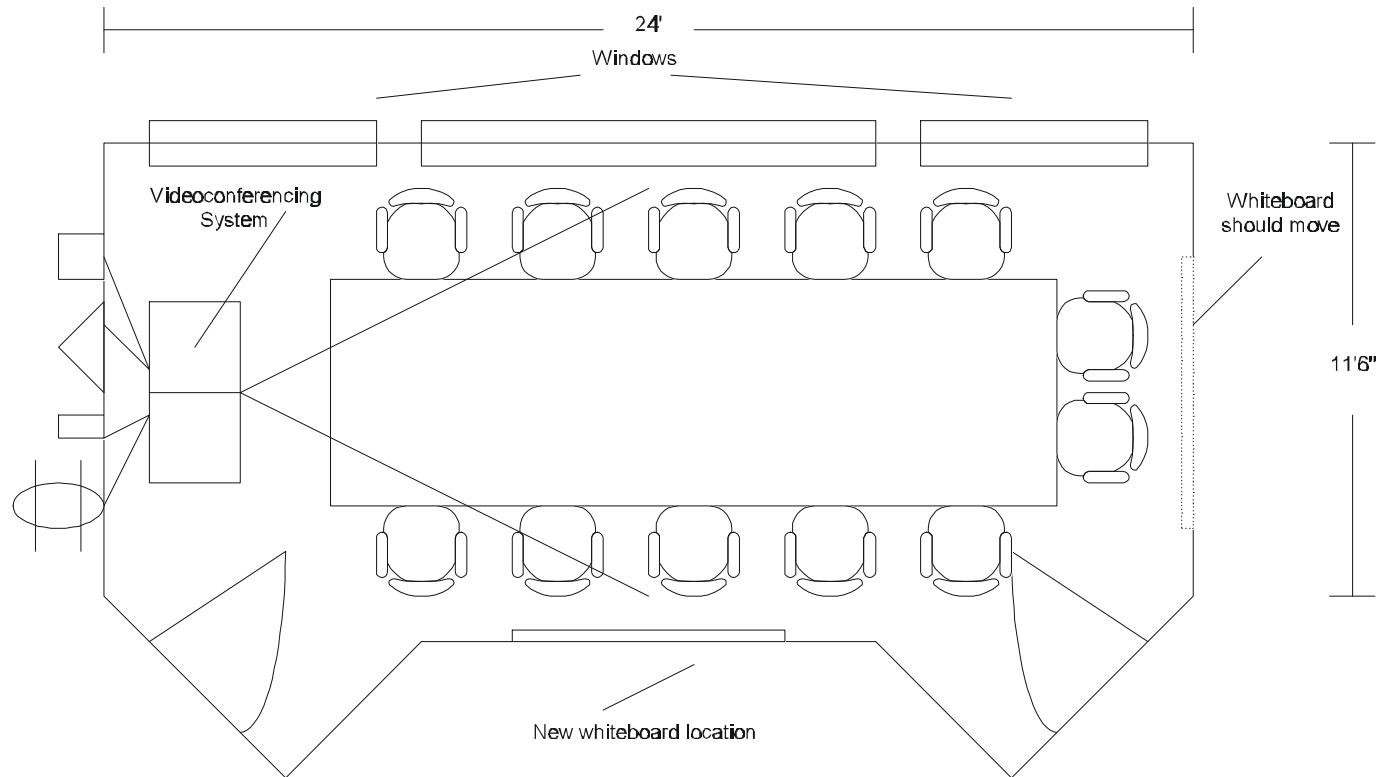
MAG Palo Verde Conference Room

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

LEGEND



**Videoconferencing
Concept Drawing
(not to scale)**

Paradise Valley Police Department Auditorium

LEGEND



LAN CONNECTION



ANALOG CIRCUIT



NETWORK CIRCUIT



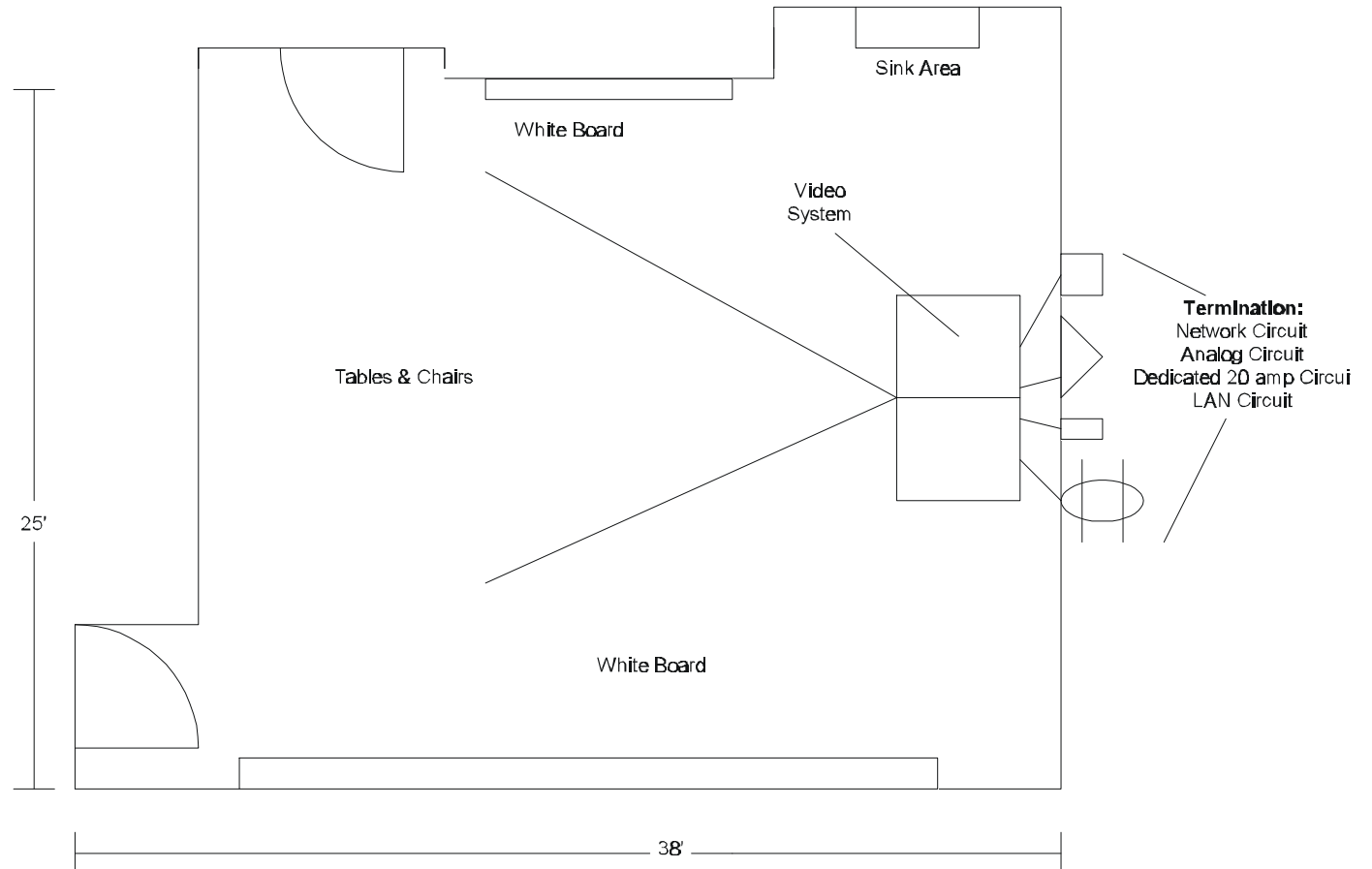
20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Peoria Council Chambers Conference Room

LEGEND



LAN CONNECTION



NETWORK CIRCUIT

ANALOG CIRCUIT



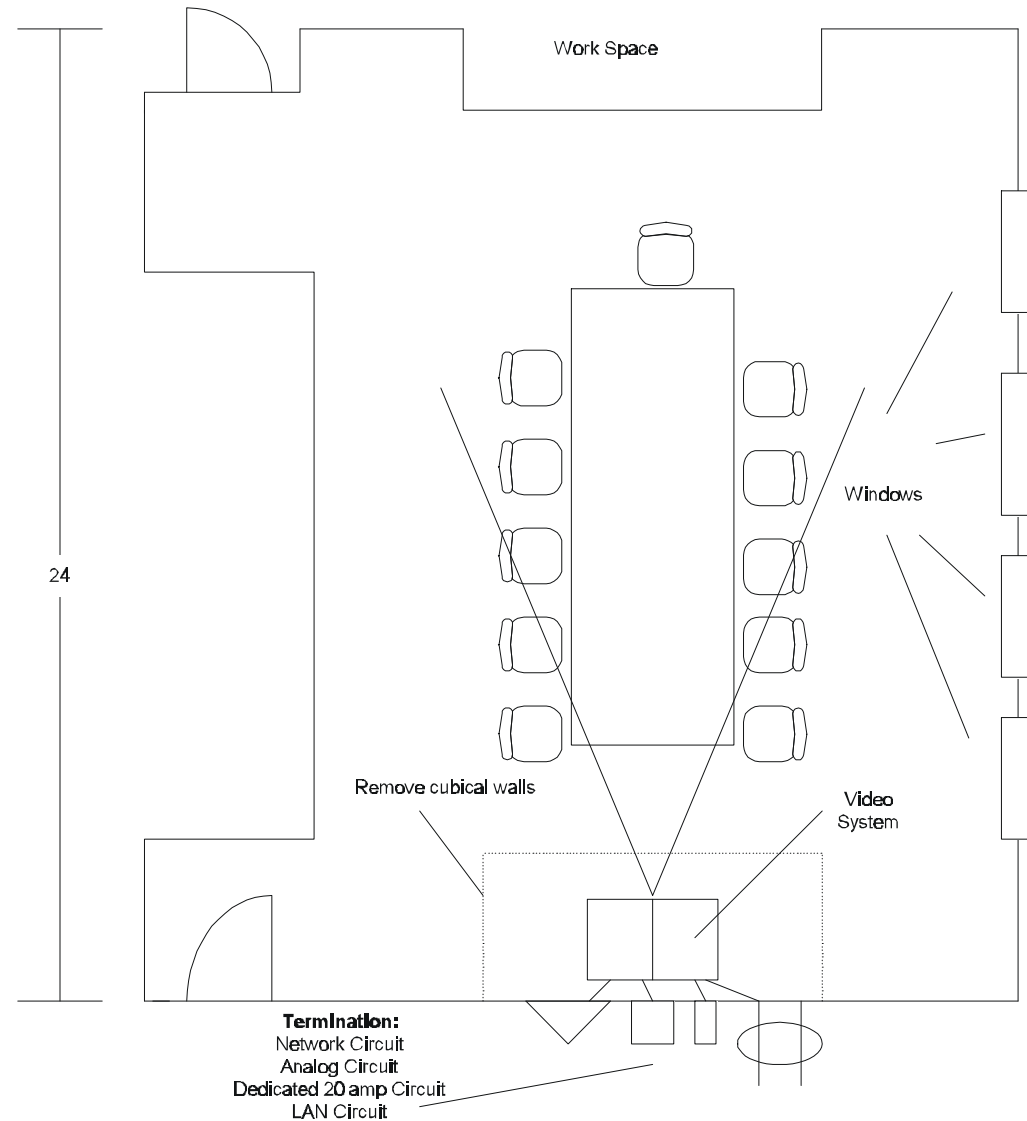
20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

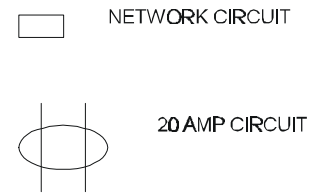
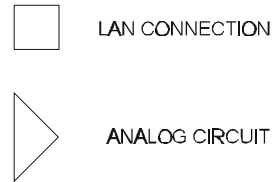
Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



**Phoenix
12th Floor
Council
Subcommittee
Room**

LEGEND

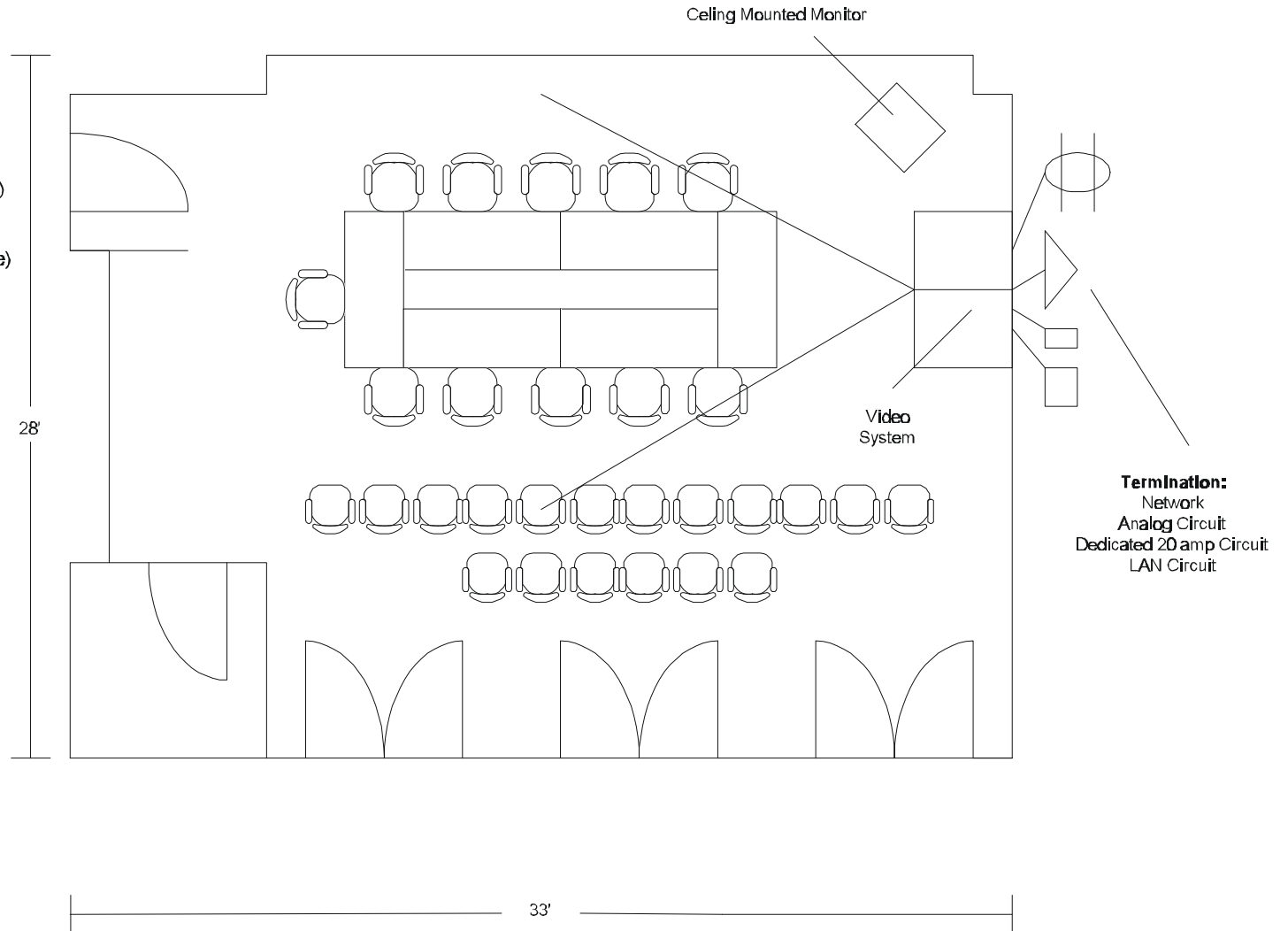


**Videoconferencing
Concept Drawing
(not to scale)**

Room Requirements

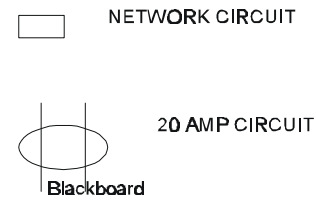
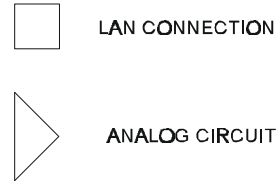
Minimum Requirements:

1. **Dedicated 20 amp Circuit**
2. **Analog Circuit (diagnostic purposes)**
3. **Network Termination (type to be determined)**
4. **LAN Circuit (if LAN access available)**
5. **Drapes or curtains over windows**



Queen Creek Conference Room

LEGEND

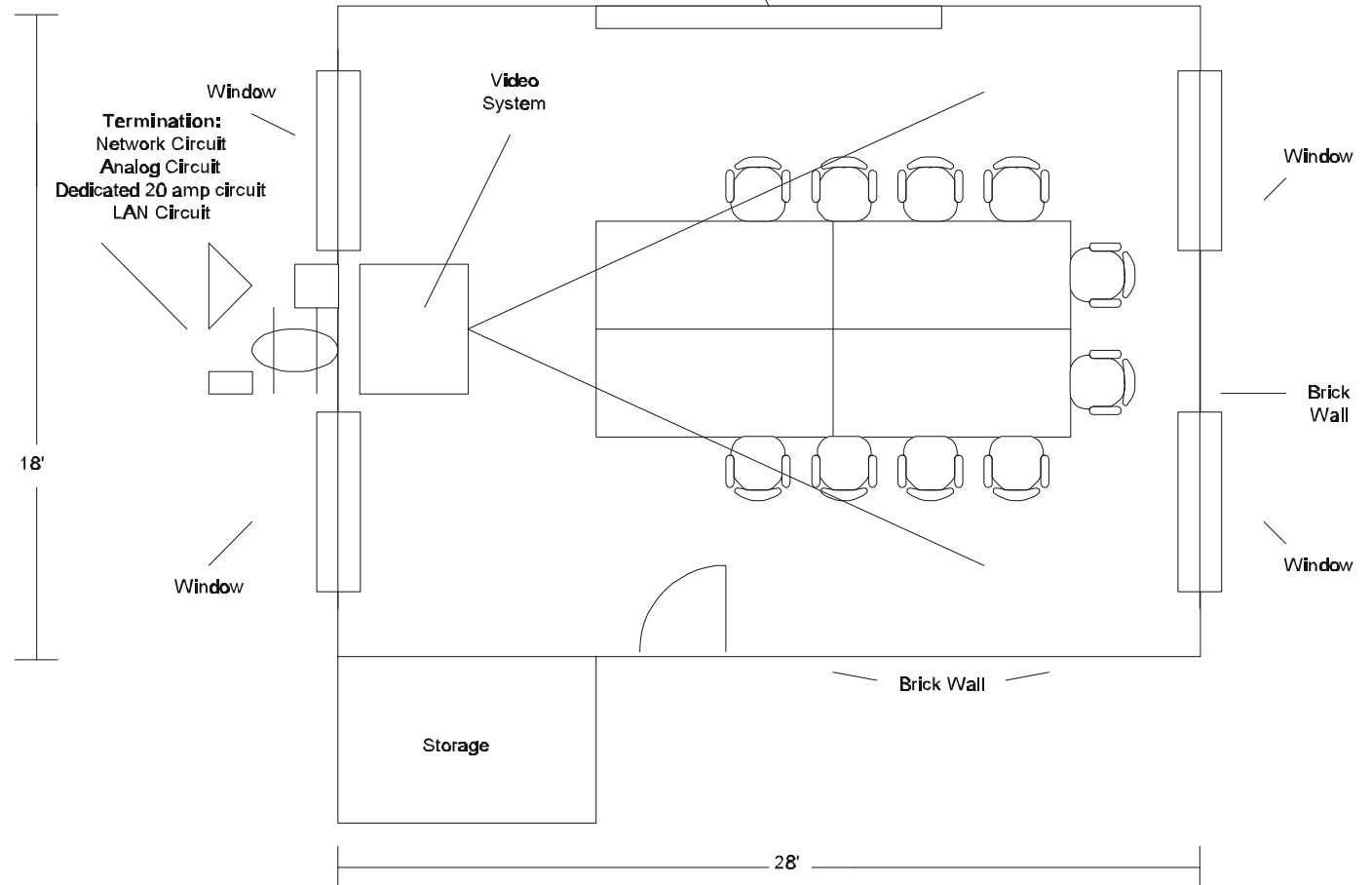


Videoconferencing Concept Drawing (not to scale)

Room Requirements

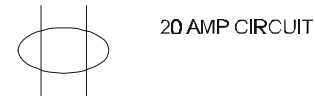
Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Salt River Lower Level Conference Room

LEGEND

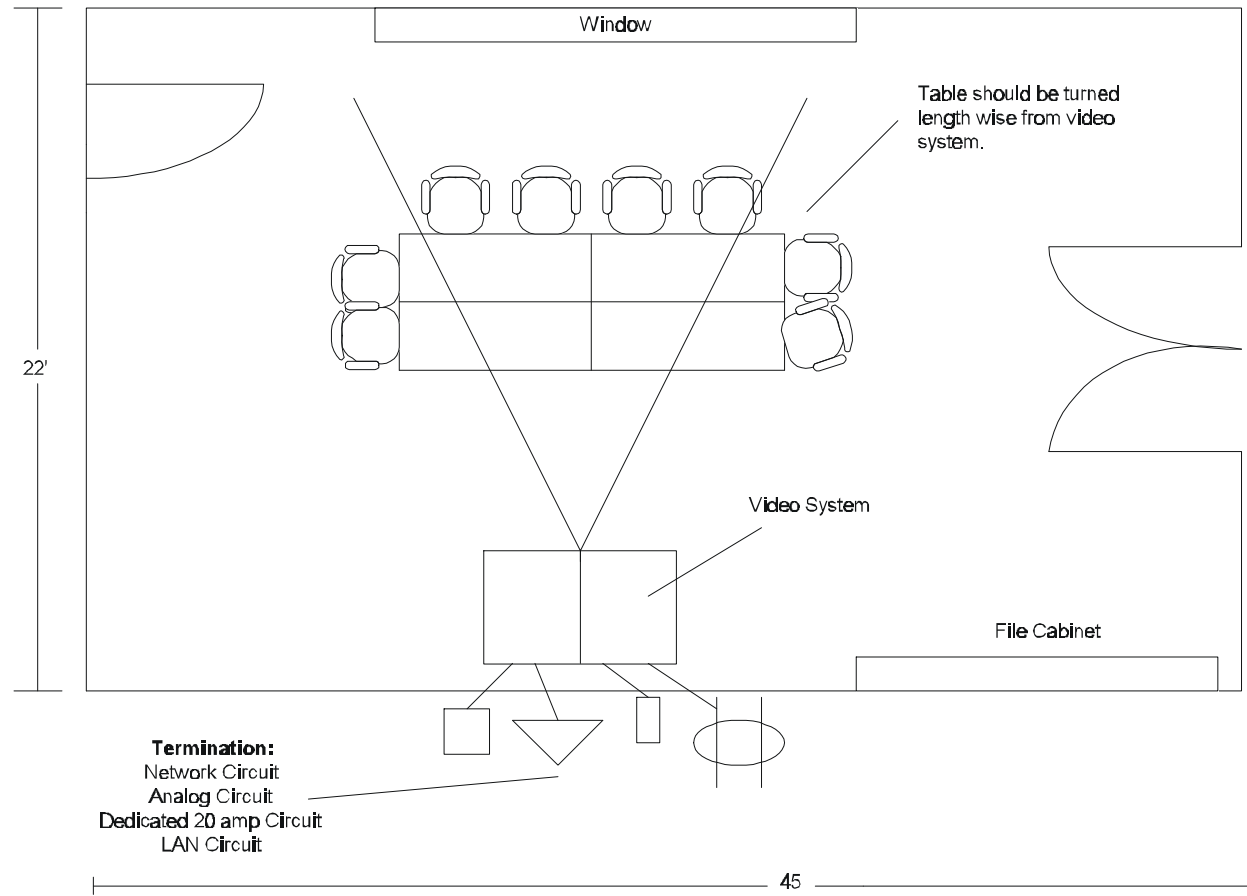


Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Scottsdale Conference Room

LEGEND



LAN CONNECTION



NETWORK CIRCUIT



ANALOG CIRCUIT



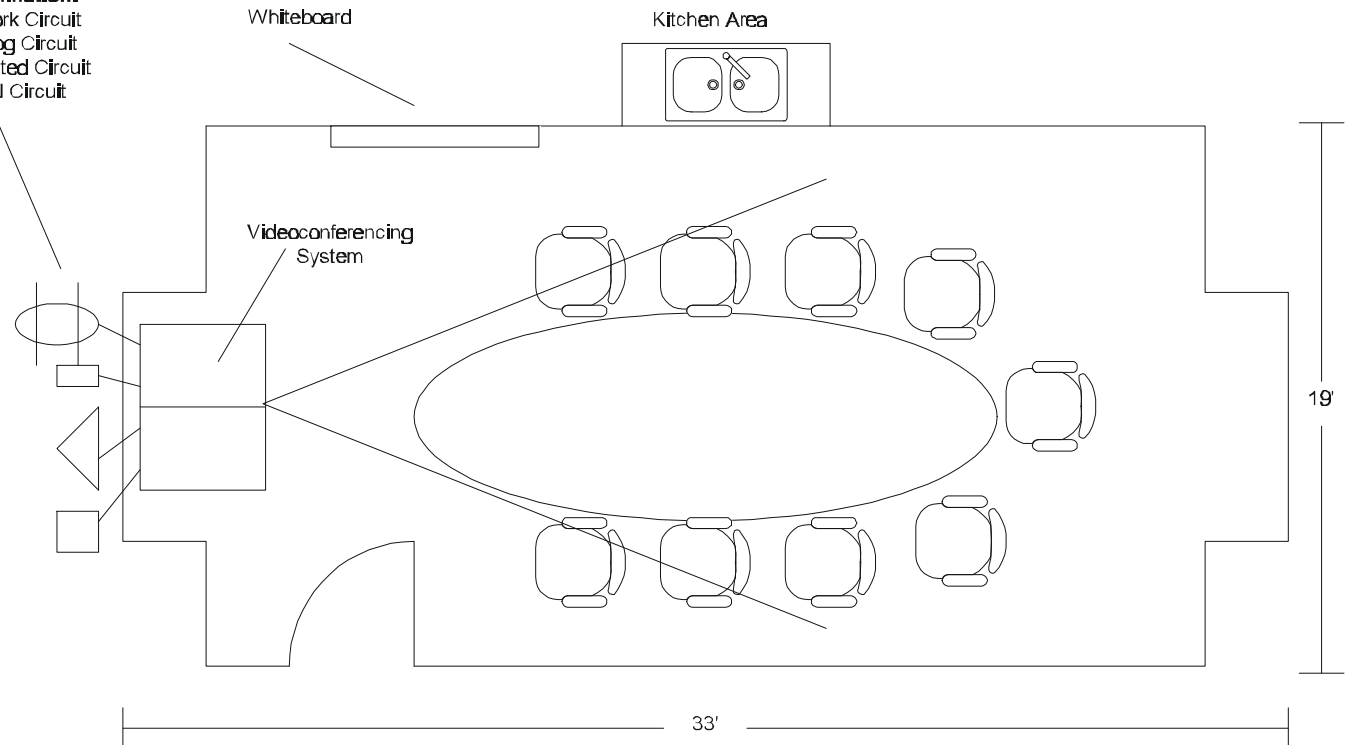
20 AMP CIRCUIT

Room Requirements

Minimum Requirements:

1. **Dedicated 20 amp Circuit**
2. **Analog Circuit** (diagnostic purposes)
3. **Network Termination** (type to be determined)
4. **LAN Circuit** (if LAN access available)

Termination:
Network Circuit
Analog Circuit
Dedicated Circuit
LAN Circuit



**Videoconferencing
Concept Drawing
(not to scale)**

Surprise Training/Meeting Room

LEGEND



LAN CONNECTION



ANALOG CIRCUIT



NETWORK CIRCUIT



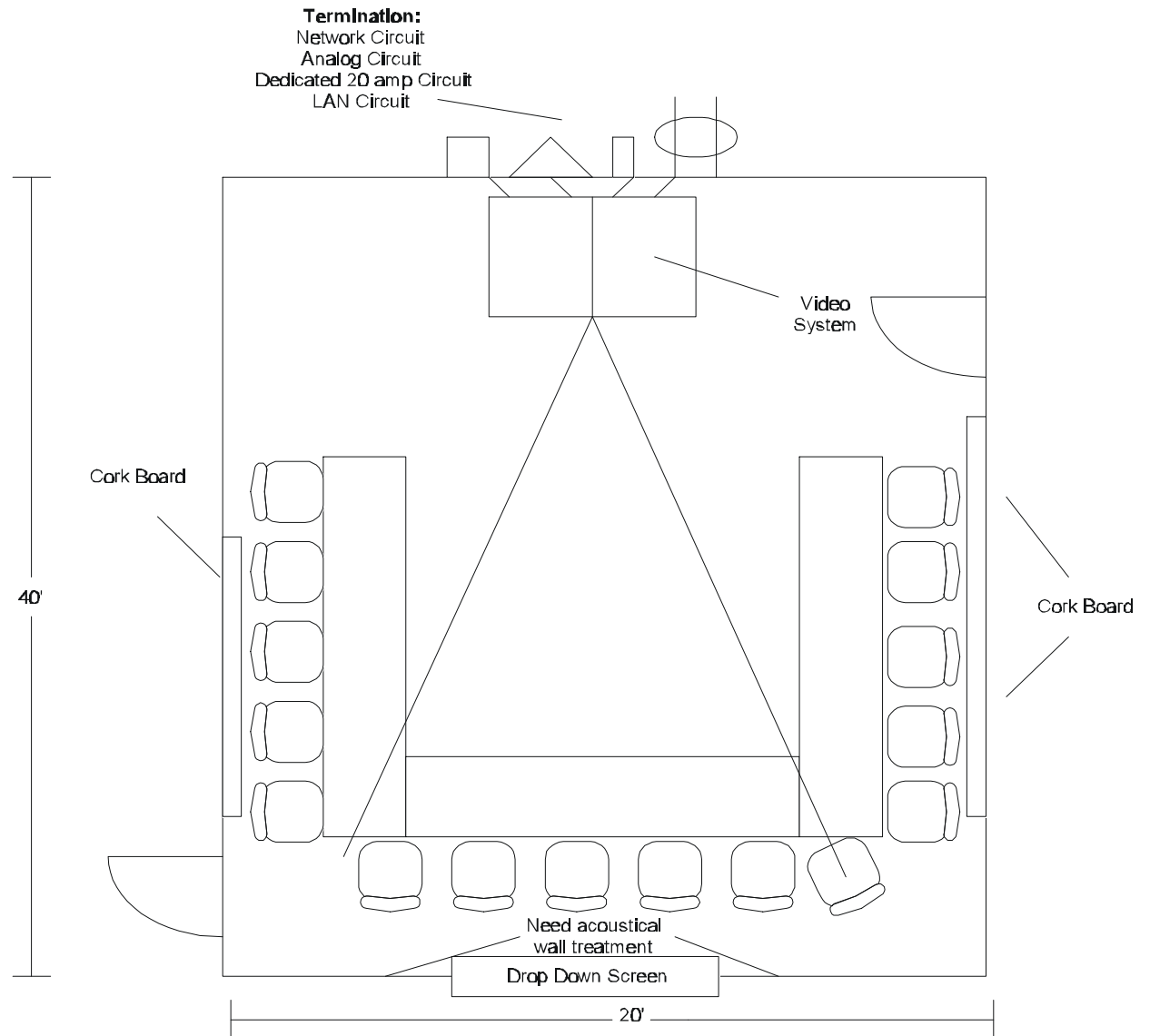
20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

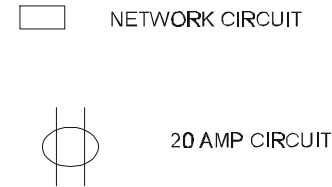
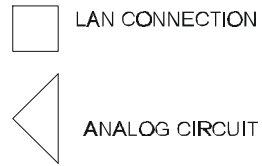
Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



Tempe Human Resources Conference Room

LEGEND



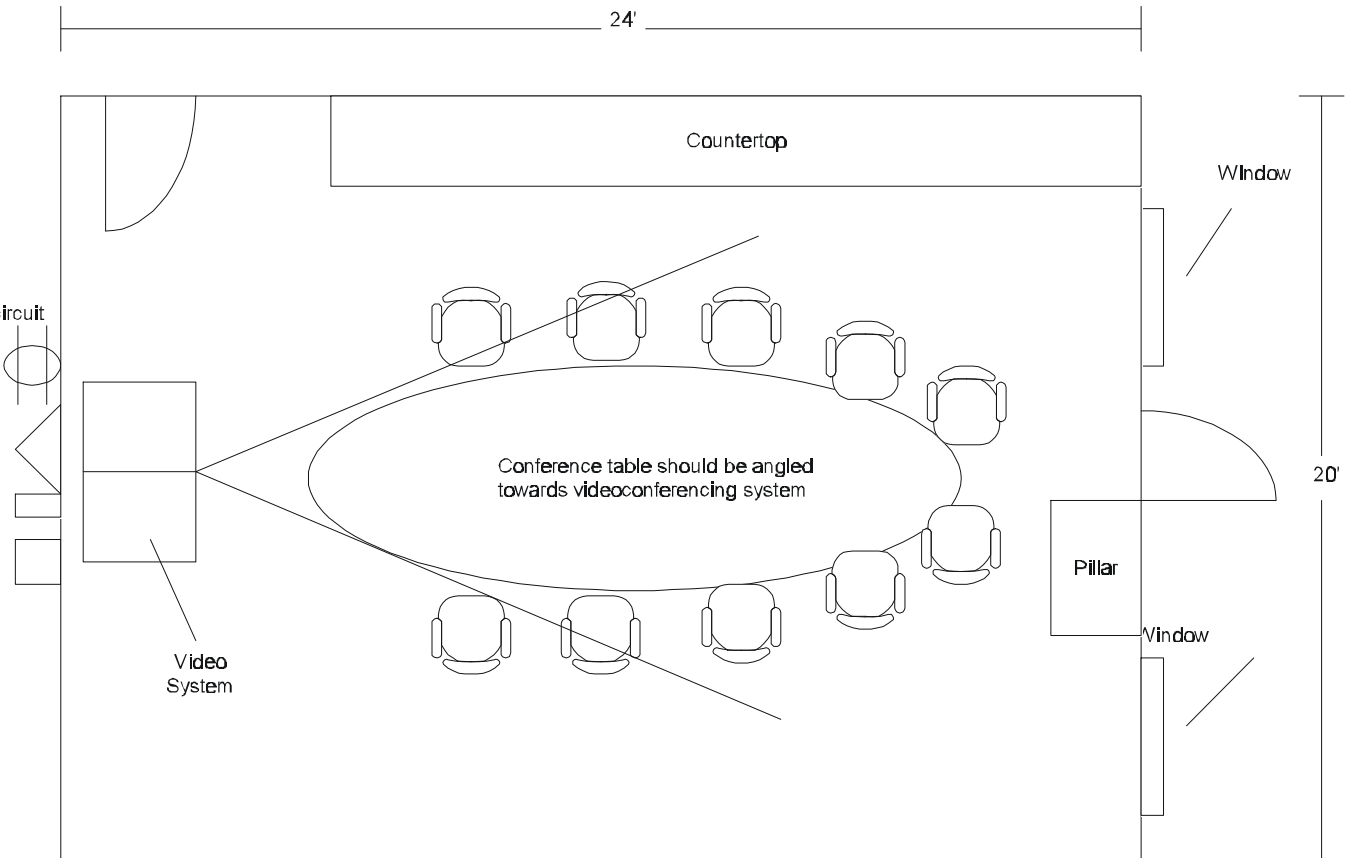
Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. **Dedicated 20 amp Circuit**
2. **Analog Circuit (diagnostic purposes)**
3. **Network Termination (type to be determined)**
4. **LAN Circuit (if LAN access available)**
5. **Drapes or curtains over windows**

Termination:
 Network Circuit
 Analog Circuit
 Dedicated 20 amp circuit
 LAN Circuit



Tolleson Council Chambers Room

LEGEND

□ LAN CONNECTION

□ NETWORK CIRCUIT

▷ ANALOG CIRCUIT

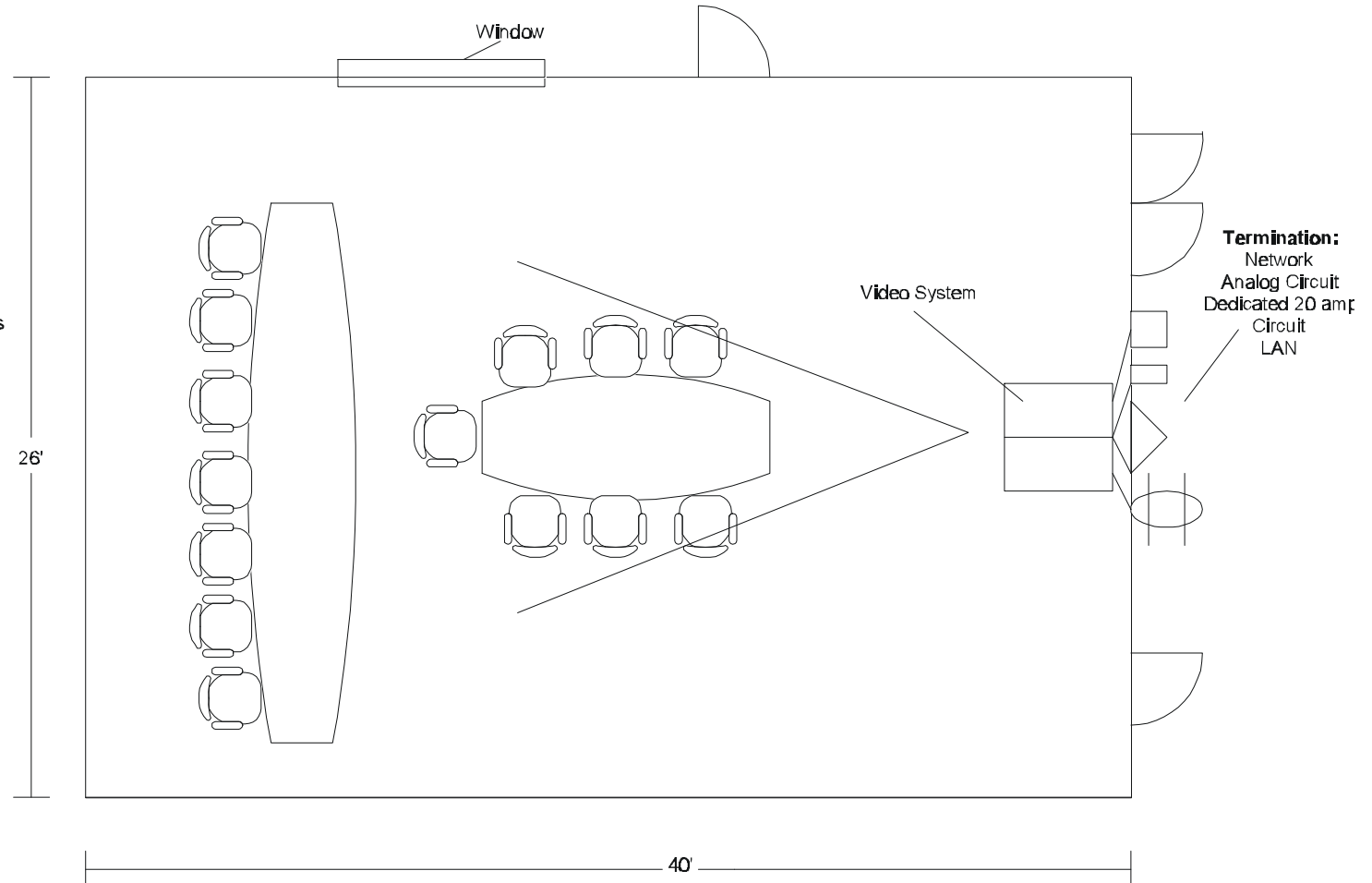
○ 20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit
(diagnostic purposes)
3. Network Termination
(type to be determined)
4. LAN Circuit
(if LAN access available)
5. Drapes or curtains over windows



Wickenburg Conference/Council Room

LEGEND



LAN CONNECTION



NETWORK CIRCUIT



ANALOG CIRCUIT

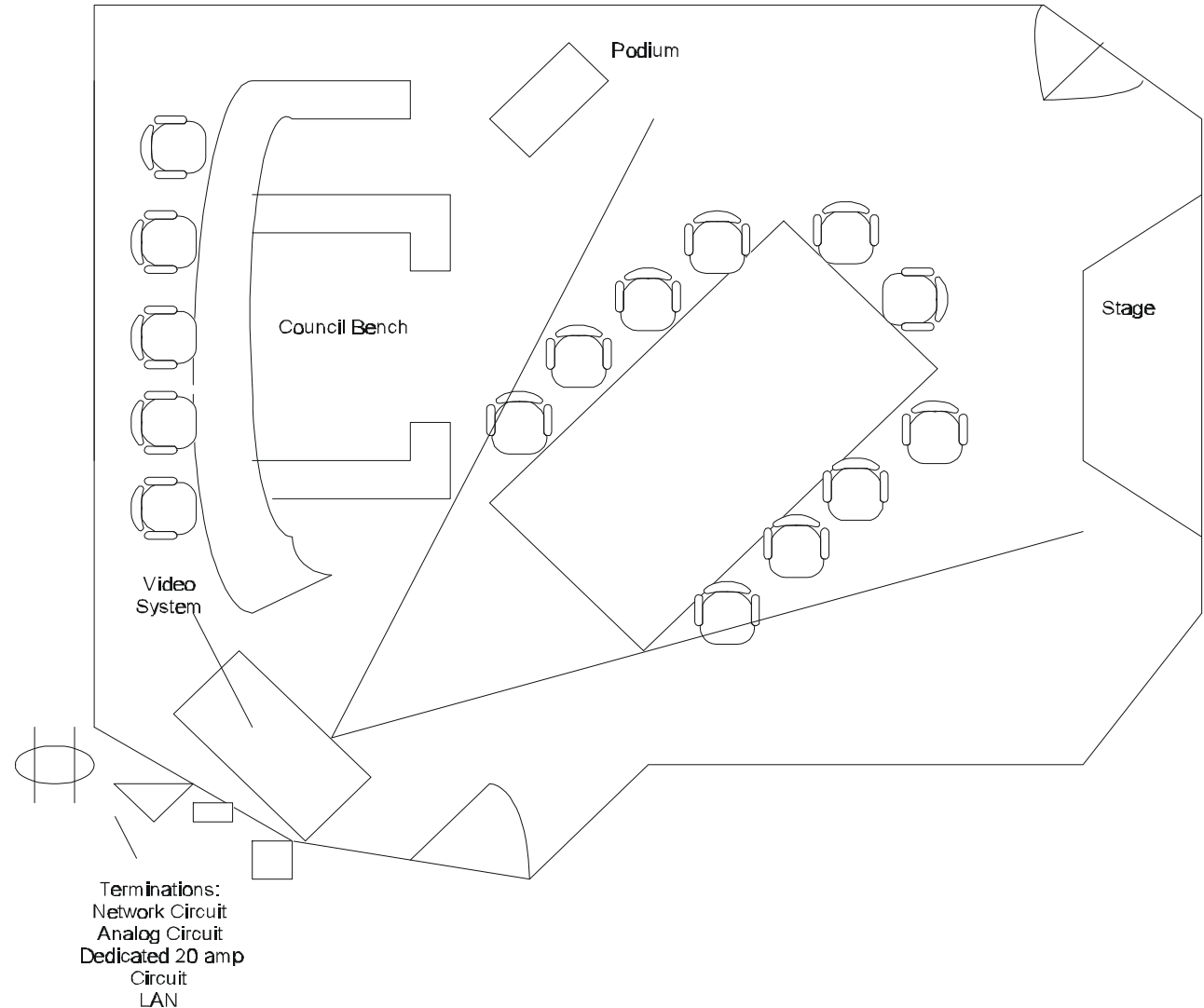
20 AMP CIRCUIT

Videoconferencing Concept Drawing (not to scale)

Room Requirements

Minimum Requirements:

1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows



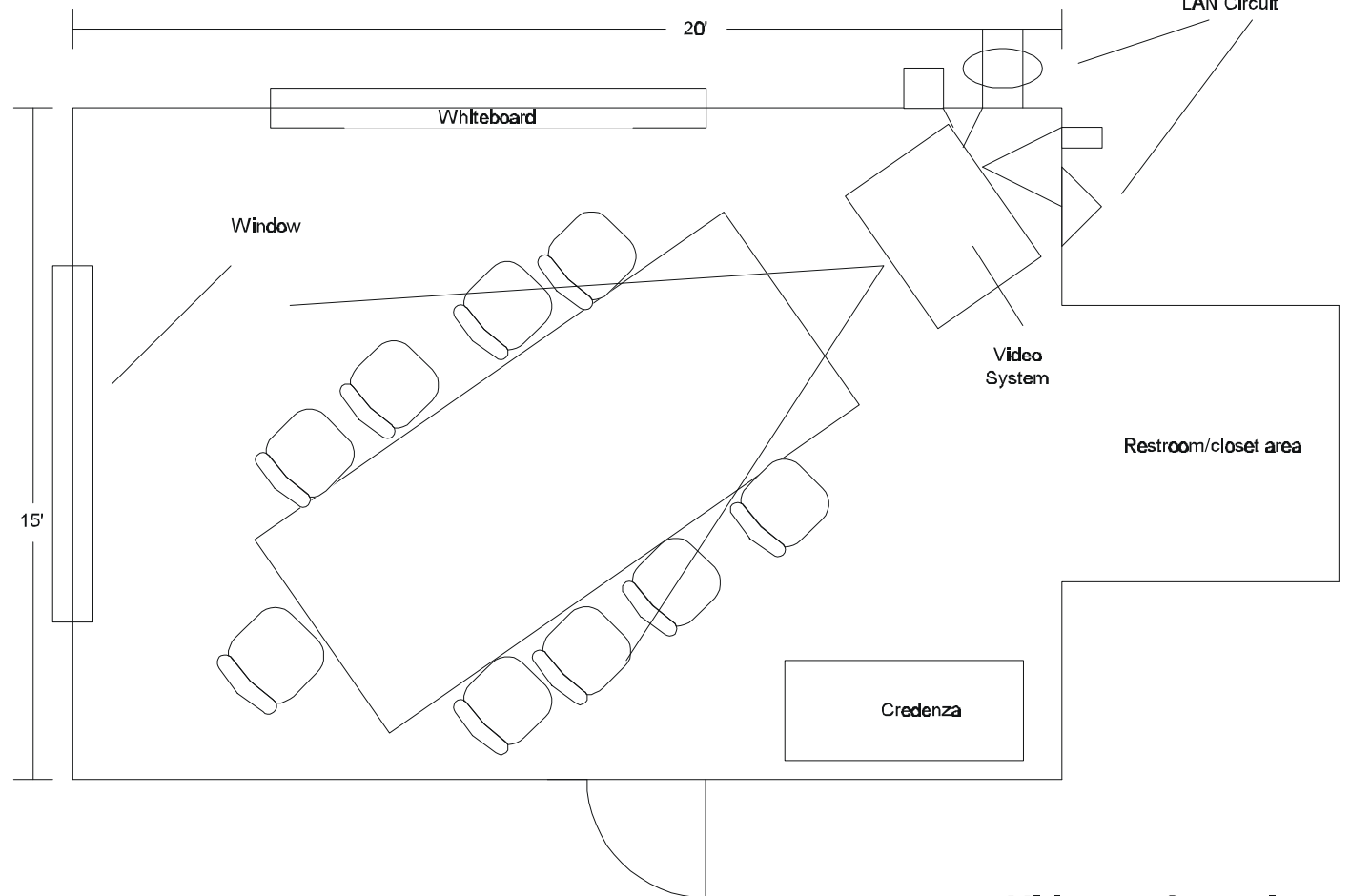
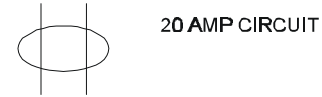
Youngtown Conference Room

Room Requirements

Minimum Requirements:

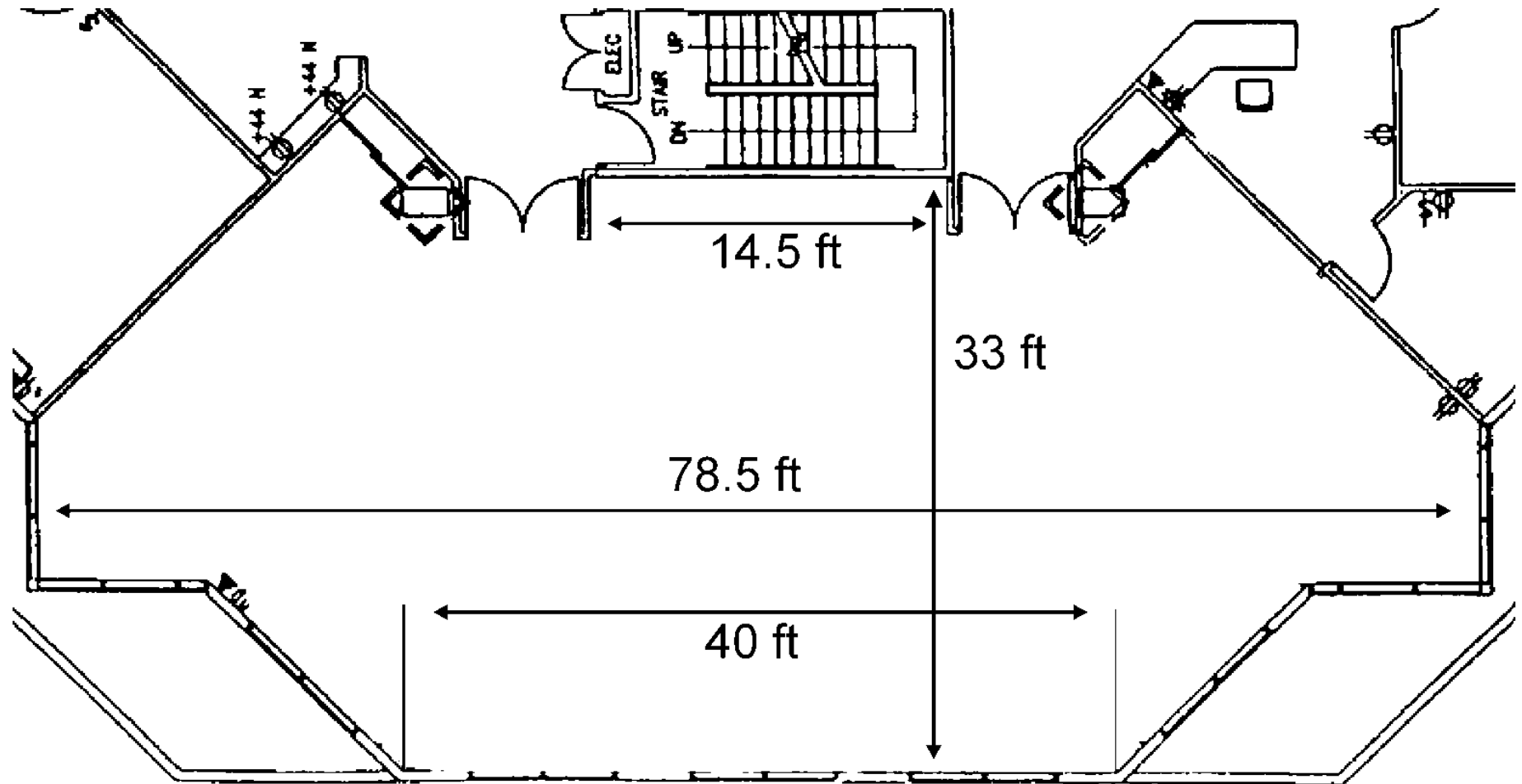
1. Dedicated 20 amp Circuit
2. Analog Circuit (diagnostic purposes)
3. Network Termination (type to be determined)
4. LAN Circuit (if LAN access available)
5. Drapes or curtains over windows

LEGEND



**Videoconferencing
Concept Drawing
(not to scale)**

MAG Saguaro Room Pre-built Drawing



APPENDIX C

SPECIFICATIONS

These are the mandatory minimum specifications for the videoconferencing equipment and network at the end sites and hub site as well as specifications for the Multi-point Conference Server and audio conference server. If the Proposer(s) is unable to comply with one of the specifications they must indicate the reason.

Table One: Overall End and Hub Site Equipment

	Minimum Specification	Included (yes/no)	Comments
1	Audio maintained without dropping the call even when there is a significant loss of bandwidth		
2	12 x 5 Help Desk support		
3	Four business hours on-site technician support and parts		
4	Simple Network Management Protocol (SNMP) compatibility		
5	All software must have a graphical user interface (GUI) and be either Web or Windows TM based		
6	System and tools for logging trouble alerts with critical alerts requiring acknowledgment		
7	System and tools to record access and reporting		
8	Capable of listing all conference sites by name, security with password entry		

Table One: Overall End and Hub Site Equipment

	Minimum Specification	Included (yes/no)	Comments
9	Interoperability between hub site and end site equipment that conform to International Telecommunications Union (ITU) video and audio standards, far end camera control, remote preset and video input selection		
10	Direction control in multi-point conferences		
11	Picture in picture		
12	Automatically locates speaker		
13	Full duplex echo cancellation		
14	Automatic noise suppression and gain control with self adjusting noise control		
15	Indication of microphone status (mute, unmute) of the microphones at near and far sites		
16	Automatic near-end mute capability in auto answer mode		
17	Various sizes of displays, from small to large screens		

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
1	Videoconferencing equipment is upgradable to greater functionality, such as speaker tracking, greater data collaboration features, greater video and audio communications features; and additional peripheral equipment such as more and larger monitors, more microphones, point tilt zoom cameras, document camera, whiteboard, videocassette recorder (VCR), etc.		
2	Computer slide presentations and other software applications must be integrated into the videoconferencing system computer		
3	Real-time data collaboration between sites must be integrated into the videoconferencing system computer		
4	Must be able to collaborate using Windows 9x software		
5	Single monitor must be able to show the attendees at the far end site as well as the data being shared in real time data collaboration		

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
6	Open personal computer architecture including at a minimum: a Pentium II 400 MHZ or better microprocessor, CD ROM drive, 3.5" floppy drive, 6.4 GB hard drive, 128 MB RAM		
7	Frame rate of at least 30 frames per second		
8	Transmission rate capable of 512 kilobits per second (kbps)		
9	Dual monitor capability		
10	H.320 standard		
11	H.323 (Internet Protocol) ready		
12	Wireless remote control unit		
13	Wireless keyboard		
14	At least four camera presets, local and remote on wireless keyboard		
15	Hardware and software to perform remote diagnostics		
16	A minimum of one 27 inch monitor or bigger with cart		
17	At least five video inputs and four video outputs		
18	Ability to add video inputs and outputs		
19	At least three audio inputs and five audio outputs		
20	Ability to add audio inputs and outputs		

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
21	At least one RS-232 data port		
22	Ability to add additional RS-232 data ports		
23	At least one point tilt zoom (PTZ) camera		
24	Ability to add additional PTZ cameras		
25	At least one microphone		
26	Ability to add additional microphones		
27	Monitor speakers		
28	Ability to add additional speakers		
29	Ability to add a document camera		
30	Ability to add an electronic interactive whiteboard		
31	Ability to add a VHS VCR		
32	Ability to have audio only participants join or leave a videoconference meeting in progress without interrupting the meeting		
33	Ability to interface with the chosen network(s)		

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
1	Computer slide presentations and other software applications must be integrated into the videoconferencing system computer		
2	Real time data collaboration between sites must be integrated into the videoconferencing system computer		
3	Must be able to collaborate using Windows 9x software		
4	Monitors must show the attendees at the far end site as well as the data being shared in real time data collaboration		
5	Open personal computer architecture including at a minimum: a Pentium III 500 MHZ or better microprocessor, CD ROM drive, 3.5" floppy drive, 10 GB hard drive, 128 MB RAM		
6	Frame rate of at least 30 frames per second		
7	Transmission rate capable of 1024 kilobits per second (kbps)		
8	A minimum of two 32 inch monitors or bigger with carts		
9	H.320 standard		
10	H.323 (Internet Protocol) ready		

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
11	Wireless remote control unit		
12	Wireless keyboard		
13	At least four camera presets, local and remote on wireless keyboard		
14	At least five video inputs and four video outputs		
15	Ability to add additional video ports		
16	At least three audio inputs and five audio outputs		
17	Ability to add additional audio ports		
18	At least five RS-232 data ports		
19	Ability to add additional RS-232 data ports		
20	At least three PTZ cameras		
21	Ability to add additional PTZ cameras		
22	At least eight microphones		
23	Ability to add additional microphones		
24	4-Head broadcast quality beta videocassette recorder (VCR)		
25	Ability to simultaneously hook up a standard VHS VCR		

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
26	High end document camera: 450 line resolution, NTSC video, 12x power zoom, auto focus, auto light control, negative/positive image conversion, external synchronization port, large document accommodation without bending, built-in overhead and back light lamps, and automatic white balance		
27	Interactive whiteboard: floor mount on roll-about stand, minimum four port, pen tray, 4 pens, eraser, 2000 x 2000 touch resolution and software to record whiteboard sessions		
28	Ability to have audio only participants join or leave a videoconference meeting in progress without interrupting the meeting		
29	Ability to automatically sense movement under document camera		
30	At least two speakers with sub woofer		
31	Ability to add speakers		
32	Ability to interface with chosen network(s) at the hub site		

Table Four: Custom Room Design

	Specification	Included (yes/no)	Comments
1	Pre-built diagram		
2	Itemization of components		

Table Five: Overall Network

	Specification	Included (yes/no)	Comments
1	System and tools logging with critical alerts requiring acknowledgment		
2	Network performance data, real time and historical, logged electronically for reporting and analysis		
3	System and tools to record network topology, circuit and connection data for reference, access and reporting		
4	On-site four business hours service		
5	24 x 7 Help Desk support		
6	Analog phone line installed in each videoconferencing room if necessary for remote diagnostics		
7	Digital phone line and phone for each videoconferencing room if one is currently not available		
8	Service to a Demarc or to the videoconference room depending on jurisdictions preference		
9	All software must have a graphical user interface GUI and be Web or Windows 9x based		
10	Separate specified viable network alternative for the Town of Wickenburg		

Table Five: Overall Network

	Specification	Included (yes/no)	Comments
11	Separate specified viable network alternative for the Gila River Indian Community		
12	Separate specified viable network alternative for the Salt River Pima-Maricopa Indian Community		

Table Six: Network at End Sites

	Specification	Included (yes/no)	Comments
1	Network is available for full operation on all channels 99% of the time		
2	Network solution supports expanding needs and minimizes ongoing costs in later years		
3	A minimum of 384 kbps of guaranteed bandwidth		
4	All sites must allow for interconnectivity with all other sites at minimum guaranteed bandwidth of 384 kbps		
5	Able to connect to other manufacturers videoconferencing systems		
6	Able to connect over various network types		
7	All end point network termination equipment required is identified in Appendix D		

Table Seven: Network at Hub Site

	Specification	Included (yes/no)	Comments
1	Network is available for full operation on all channels 99% of the time		
2	Network solution supports expanding needs and minimizes ongoing costs in later years		
3	Hub site videoconference rooms are connected directly to the MCS at MAG		
4	Each connection to a remote site must be able to support a minimum of 384 kbps of guaranteed bandwidth		
5	Able to connect to other manufacturers videoconferencing systems		
6	Able to connect over various network types		
7	Seamless connectivity between hub and all end sites at minimum guaranteed bandwidth		

Table Eight: Multi-point Conference Server

	Specification	Included (yes/no)	Comments
1	24 x 7 Help Desk support		
2	All software must have a GUI and be Web or Windows 9x based		
3	Simple Network Management Protocol (SNMP) compatibility		
4	Capability to connect multiple Multi-point Conference Servers		
5	At least 27 active video ports		
6	Ability to connect at least 27 sites at 384 kbps		
7	Ability to connect 27 sites in one conference		
8	Ability to connect 27 sites in multiple concurrent videoconferencing meetings		
9	Ability to connect to unlike videoconferencing networks while maintaining minimum guaranteed bandwidth of 384 kbps		
10	Scalable hardware to include ability to expand to more than 27 ports and support additional network types		
11	Upgradable platform software		
12	Network interfaces to support all proposed network types		
13	Visual and audio alarms		

Table Eight: Multi-point Conference Server

	Specification	Included (yes/no)	Comments
14	Event logs		
15	Loopback testing		
16	Auto redial of dropped call		
17	Diagnostics performed from console and remote PC		
18	24 x 7 service and support provided by or contracted through the Proposer(s)		
19	Maintain minimum guaranteed bandwidth even if one or more participating sites is unable to connect at 384 kbps		
20	Minimum of four concurrently visible end points on one monitor		
21	A web based scheduling package to schedule meetings that must be able to handle at least 30 meeting rooms, customize forms, reports, add and change fields		
22	Software and hardware to enable remote access to the multi-point conference server for all functionality		
23	Ability to add additional voice ports		

Table Nine: Audio Conference Server

	Specification	Included (yes/no)	Comments
1	24 x 7 Help Desk		
2	All software must have a GUI and be Web or Windows 9x based		
3	Simple Network Management Protocol (SNMP) compatibility		
4	Capability to connect multiple audio conference servers		
5	At least 48 active audio conference voice ports		
6	Ability to connect to the video MCS and participate in videoconferencing		
7	Software and hardware to enable remote PC access to the audio conference server for all functionality		
8	Connectivity to the proposed network and MAG's local area network		
9	Ability to run at least 24 concurrent audio conferences		
10	Ability to add additional voice ports		
11	Ability to add data ports		
12	A scheduling package to schedule audio conference meetings that must be able to handle at least 24 separate meetings, customize forms, reports, add and change fields		

Table Nine: Audio Conference Server

	Specification	Included (yes/no)	Comments
13	Scalable hardware to include ability to expand to more than 48 ports and support additional network types		
14	Upgradable platform software		
15	Scheduling and managing audio conference meetings through a touch tone phone		
16	Ability to support breakout groups during a meeting		
17	Desktop software enabling site administrators to access the audio conference server from their desktop computers		

Table Ten: Training

	Specification	Included (yes/no)	Comments
1	Training to all end users for Being a Participant in a Videoconference		
2	Training for up to 60 people for Being a Leader in a Videoconference		
3	Training for up to 60 people for Being a Presenter in a Videoconference		
4	Training for up to 60 people for Videoconferencing Etiquette		
5	Training for up to 60 people for System Overview		
6	Training for up to 60 people for Tips and Techniques		
7	Training for up to 60 people for Site Coordinator Administrative Functions		
8	Training for up to three people for Technical Systems Information		
9	Training for up to three people for Hub Site Administrative Functions		
10	Training for up to three people for MCS Functions		
11	Training for up to three people for Audio Conferencing Server Functions		
12	Training for up to 30 people for Train the Trainer for the First 6 courses above		

Table Eleven: Overall System Requirements

	Minimum Specification	Included (yes/no)	Comments
1	Provide manufacturer specifications of all proposed end site equipment, hub site equipment, MCS, audio conference server and network for end sites and hub site		
2	Provide a written description of the proposed system with an accompanying diagram		
3	Videoconferencing equipment must be from a single manufacturer		
4	Hub site videoconferencing equipment must be from the same manufacturer as the end sites videoconferencing equipment		
5	Provide a written description of network with accompanying diagram		

APPENDIX D

COSTS FOR THE REGIONAL VIDEOCONFERENCING SYSTEM

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE	OTHER (PLEASE BE SPECIFIC)
Videoconferencing Equipment for End Sites							
Required (See Appendix C)							
Optional							
Additional Video Inputs							
Additional Video Outputs							
Additional Audio Inputs							
Additional Audio Outputs							
Additional RS-232 data ports							
VCR							
4 Port Interactive Whiteboard with Wall Mount							

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE	OTHER (PLEASE BE SPECIFIC)
4 Port Interactive Whiteboard with Floor Mount							
High End Document Camera							
Low End Document Camera							
Second Monitor 27"							
Second Monitor 32"							
Cart for Second 27" Monitor							
Cart for Second 32" Monitor							
H.323 software							
Others:							
Hourly Rates							

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE	OTHER (PLEASE BE SPECIFIC)
Videoconferencing Equipment for Hub Site							
Required (See Appendix C)							
Optional							
Others:							
Hourly Rates							

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE	OTHER (PLEASE BE SPECIFIC)
Audio conferencing components							
Required (See Appendix C)							
Optional							
Data Conferencing							
Record Conferences							
Electronic Handouts through data ports							
Voice annotation							
Automatic Notification							
Integrated E-mail: notification of meeting via email							
Integrated Fax: meeting notification and distribution of meeting materials via fax							
Customizable Menus							
Others:							
Hourly Rates							

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE	OTHER (PLEASE BE SPECIFIC)
Multi-point Conference Server (MCS)							
Required (See Appendix C)							
Optional							
Additional Ports							
Additional support for various network types							
Others:							
Hourly Rates							

TABLE TWO: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM TRAINING

TRAINING	DESCRIPTION INCLUDING TOPICS	TRAINING MATERIALS	DURATION	NUMBER OF PARTICIPANTS	COST (\$)	TRAVEL COST (\$)	OTHER (PLEASE BE SPECIFIC)
Being a participant in a videoconference							
Being a leader in a videoconference							
Being a presenter in a videoconference							
Videoconferencing etiquette							
System overview							
Tips and Techniques							
Site Coordinator Administrative Functions							
Technical Systems Information							
Hub Site Administrative Functions							
MCS Functions							
Audio conferencing server Functions							
Train the Trainer for the First 6 courses above							
Others:							
Hourly Rates							

Please use as many sheets as necessary to further describe training costs.

TABLE THREE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM NETWORK

JURISDICTION	TYPE OF NETWORK	NETWORK End point EQUIPMENT	INSTALLATION FEE (\$)	MONTHLY FIXED COST (\$)	MONTHLY VARIABLE COST (\$)	LONG DISTANCE CHARGES (\$)	OTHER (PLEASE BE SPECIFIC)
Avondale							
Buckeye							
Carefree							
Cave Creek							
Chandler							
El Mirage							
Fountain Hills							
Gila Bend							
Gila River Indian Community							
Gilbert							
Glendale							
Goodyear							
Guadalupe							
Litchfield Park							
Maricopa County							
Mesa							
Paradise Valley							
Peoria							
Phoenix							
Queen Creek							
Salt River Pima-Maricopa Indian Community							
Scottsdale							
Surprise							
Tempe							
Tolleson							
Youngtown							
Wickenburg							
MAG							

Please use as many sheets as necessary to further describe costs associated with network.

TABLE FOUR: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM NETWORK EQUIPMENT

	Manufacturer and Model Number	UNIT COST (including manufacturers warranty, on site maintenance, 4 business hours parts)	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE	OTHER (PLEASE BE SPECIFIC)
Network Equipment							
Optional							
Others:							

Please use as many sheets as necessary to further describe costs associated with network equipment.

TABLE FIVE: ADDITIONAL REGIONAL VIDEOCONFERENCING SYSTEM COSTS

DESCRIPTION	UNIT COST (\$)	TOTAL COST (\$)	OTHER (PLEASE BE SPECIFIC)
Hourly rate for additional custom room consulting			

Please use as many sheets as necessary.

APPENDIX E

REGIONAL VIDEOCONFERENCING SYSTEM COST SUMMARY

This table should provide all costs necessary to install and run the Regional Videoconferencing System for minimum specifications for the next three years. Please complete additional tables for any other system configurations.

Scenario:

Year One: Purchase equipment and network, provide training (as indicated in Appendix C)
Operating and maintenance costs for 3,000 total connect hours of which 125 are MAG member agency long distance.

Year Two: Operating and maintenance costs for 5,000 total connect hours of which 300 are MAG member agency long distance.

Year Three: Operating and maintenance costs for 10,000 total connect hours of which 600 are MAG member agency long distance.

	Purchase Costs	Installation Costs	Shipping, Delivery and Taxes	Total Training Costs	Total Cost of Previous Column Headings	First Year Ongoing Costs	Second Year Ongoing Costs	Third Year Ongoing Costs
End Sites Videoconferencing Equipment								
Hub Site Videoconferencing Equipment								
Hub Site MCS								
Hub Site Audio conference server								
Custom Room Design								
End Sites Network								
Hub Site Network								
Network End point Equipment								
Other								
Grand Total								

APPENDIX F

HUB AND END SITES PREFERENCE FOR NETWORK TERMINATION

JURISDICTION	TO VIDEOCONFERENCE ROOM	TO DEMARC	LOCATION OF DEMARC
Avondale	x		
Buckeye	x		
Carefree	x		
Cave Creek		x	37622 North Cave Creek Road
Chandler	x		
El Mirage	x		
Fountain Hills		x	16836 East Palisades
Gila Bend	x		
Gila River Indian Community		x	Gila River Telecommunications (GRTI) will be responsible for running the network to the small conference room.
Gilbert	x		
Glendale		x	5850 West Glendale Ave.
Goodyear	x		
Guadalupe	x		
Litchfield Park	x		
Maricopa County		x	Main Distribution Facility in the Basement of 301 West Jefferson
Mesa	x		
Paradise Valley	x		
Peoria	x		
Phoenix	x		
Queen Creek	x		
Salt River Pima- Maricopa Indian Community		x	10005 East Osborn Rd, Sacaton

JURISDICTION	TO VIDEOCONFERENCE ROOM	TO DEMARC	LOCATION OF DEMARC
Scottsdale		x	7384 E. 2 nd St Scottsdale, AZ 85251
Surprise	x		
Tempe	x		
Tolleson	x		
Youngtown	x		
Wickenburg	x		
MAG	x		

Gila River Indian Community, Salt River Pima-Maricopa Indian Community and the Town of Wickenburg may need special consideration.

APPENDIX G

OVERALL PROJECT COMPLIANCE

I comply with all of the sections of this RFP except for those items noted below.

Printed Name

Signature

Title

Organization

Date

APPENDIX H GLOSSARY

12 x 5 - 12 hours per day, 5 days per week (during normal business hours)

24 x 7 - 24 hours per day, 7 days per week

“As-Built” document - A schematic diagram of the final implemented network with appropriate documentation.

Audio - Input accept up to 0 dBm unbalanced 10 Kohm Bridging Equivalent
Output 0 dBm unbalanced 600 ohm

Bench Test - Tests performed prior to equipment deployment, to simulate the complete installation and operating environment expected for the MAG Regional Videoconferencing System.

COG - An agency that represents the interests of local governments and citizens in a region by dealing with issues and needs that cross city, town and even county boundaries.

Demarcation Point - Used to determine the area of responsibility between the customer premise equipment and the network

End site - The end sites are MAG member agency locations. There are 27 end sites in the Regional Videoconferencing System.

End Site Coordinator - An end site coordinator is the single point of contact at each member agency who provides local support to that agency.

Hub site - The hub site is the MAG office, which houses the Multi-point Conference Server and is the central location connecting the 27 end sites.

Hub Site Coordinator - Single point of contact to provide support to member agencies through the end site coordinator.

Internal Trainer - Internal Trainers are all hub site coordinators and end site coordinators who will be trained by the Vendor to perform training for end users.

Kbps - kilo (thousand) bits per second

MAG - The Maricopa Association of Governments (MAG) is a Council of Governments (COG) that serves as the regional agency for the metropolitan Phoenix area.

Microphone - (150/250 ohm balanced) cardioid pattern (type)

Multipoint call - Three or more sites connected to one video or audio call.

Multi-point Conference Server (MCS) - A bridging device also known as “Multi-point Conference Server” is necessary to connect three or more videoconferencing systems together in one conference.

Performance Bond - A bond issued by a company to guarantee satisfactory completion of a project by a contractor.

PC - Personal computer (Pentium II, 400 MHZ, 15 inch SVGA monitor, 128 Mbyte RAM, 3 ½ inch floppy disk drive, CD ROM etc.)

Peripherals - Equipment that is in addition to the standard system (i.e., document camera, whiteboard etc).

Port - Input/output point of access into/out of the system

Project Team - The Project team consists of staff from the selected Vendor(s). It is likely that the team will include:

- Account Manager: Responsible single point of contact of Vendor/s and MAG relationship.
- Systems Engineers: Responsible for engineering technical solution design.
- Project Leader/Manager: Single point of contact for implementation of agreed upon solution.

- Field Engineer: Technician responsible for physical installation of hardware and software under direction of Project Manager.
- Videoconferencing Trainer: Provides training to MAG and member agencies as required.
- Network Specialist: Network provider single point of contact for MAG and Vendor/s.

PTZ - point tilt zoom - remote camera control ability

Technical Assistance Center/Help Desk - telephone response with ability to escalate problems until resolved. Includes but is not limited to user questions, service questions, initial remote troubleshooting and dispatching technicians to the site.

Train the Trainer - Training offered by the Vendor(s) to train the Internal Trainers to train end users.

Video - National Television Standards Committee (NTSC - RS 170A)

Web - World Wide Web (Internet)

APPENDIX I

PROPOSAL REQUIREMENTS

Project Cost and Schedule

The date of the notice to proceed is anticipated to be about March 1, 1999. All tasks will be completed and deliverables shall be submitted three months from the date of the notice to proceed with intermediate deliverables due in accordance with a schedule as agreed to between MAG and the Proposer(s). The Proposer(s) may submit a proposal to perform one, several, or all of the tasks. Preference will be given to a single Proposer taking responsibility for all facets of the Project.

Proposal Delivery

1. Twenty (20) copies of the proposal must be submitted by 12:00 noon (Mountain Standard Time) on Friday, January 7, 1999 to:

Maricopa Association of Governments
Attention: Heidi Pahl
302 North 1st Avenue, Third Floor
Phoenix, Arizona 85003

Timely receipt of proposals will be determined by the date and time the proposal is received at the above address. Therefore, hand delivery is encouraged to assure timely receipt. No late, facsimile or electronic submissions will be accepted.

All material submitted in response to this Request for Proposals becomes the property of MAG and will not be returned.

2. Any questions regarding this Request for Proposals shall be in writing and shall be directed to the attention of the Videoconferencing Planner at MAG, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003, or by fax at (602) 254-6490 or posed electronically to hpahl@mag.maricopa.gov. MAG member agencies may not be contacted directly. Answers to all questions will be in writing
3. A Proposer's Conference for the Project has been scheduled for December 21, 1999 at 10:00 a.m. in the Saguaro Room at the MAG Office, 2nd Floor, 302 North 1st Avenue, Phoenix, Arizona. A summary of the questions and answers from the Proposer's Conference, will be in writing and will be posted on the MAG web site and mailed or faxed by request the following Monday. Answers to all questions will be in writing and posted on the MAG web site at www.mag.maricopa.gov and mailed and faxed by request every Monday.

Proposal Content

It is required that the proposal:

1. Be prefaced by a brief statement describing the Proposer's organization and outlining its approach to completing the work required by this Request for Proposals. This statement should illustrate the Proposer's overall understanding of the Project and specifically the tasks outlined in the Proposer's submittal.
2. Contain a work plan which concisely explains how the Proposer(s) will carry out the objectives of the Project. In the work plan, the Proposer(s) should describe each Project task and proposed approach to the task as clearly and thoroughly as possible.
3. Include a preliminary schedule for the Project in bar-chart format. Indicate all work plan tasks and their durations.
4. Contain completed tables from Appendix E. All potential costs for the Regional Videoconferencing System must be identified in these tables. Prices shall be held constant for a period of one year for both MAG and MAG member agencies' purchases.
5. Contain a staffing plan for the Project. The plan should include the following in table format:
 - a. A Project organization chart, identifying the Project Manager.
 - b. Names of key Project team members and/or subs. Only those personnel who will be working directly on the Project should be cited.
 - c. The role and responsibility of each team member.
 - d. Percent effort (time) of each team member for the contract period.
 - e. The role and level of MAG technical staff support, if any.
6. Include résumés for major staff members assigned to the Project. These résumés should focus on their experience in this type of Project.
7. Include Proposer's recent experience (last five years) in performing work similar to that anticipated herein and responding to and resolving issues. This description shall include the following:
 - a. Date of Project.
 - b. Name and address of client organization.
 - c. Name and telephone number of individual in the client organization who is familiar with the Project.
 - d. Short description of Project.
 - e. Vendor team members involved and their roles.

Proposal Evaluation and Selection Process

1. Evaluation criteria include, but are not limited to:
 - a. Cost. (30%)
 - b. Service and support, including the ability to provide on-site service within four (4) business hours. (20%)
 - c. Single Proposer taking responsibility for coordinating all aspects of the Project and ensuring that key personnel are available throughout the Project effort. (10%)
 - d. Clarity of proposal and responsiveness to the RFP as demonstrated by completed Appendices. (10%)
 - e. Realistic approach, technical soundness, and enhancements to elements outlined in this request for proposals. (10%)
 - e. Recognition of work priorities and flexibility to deal with change and contingencies. (4%)
 - f. Education and relevant experience of personnel assigned to this Project. (8%)
 - g. Proven track record in responsiveness to meeting the needs of the customer. (8%)
2. On the basis of the above, selected firms submitting proposals may be interviewed prior to the selection of a Vendor or Vendors. In-person interviews may be scheduled for the week of January 17th, 2000. MAG strongly suggests that the Project Manager for the Proposer(s) be present at the interview.
3. The expected time required to complete this Project is three months from the date of the notice to proceed.

APPENDIX J

REGULATORY REQUIREMENTS

1. An audit examination of the Proposer(s) records may be required.
2. During the course of the Project, a monthly progress report must be submitted within ten (10) working days after the end of each month until the final report is submitted. Each report should include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each Project task, monthly and cumulative costs by task, activities of any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month.
3. Each firm submitting a proposal is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix K), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.
4. Each firm must document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a Proposer(s) from consideration or terminating a contract if the conflict should occur after the contract is made. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the Proposer's personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Employing personnel who worked for MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The Maricopa Association of Governments reserves the right to:
 - a. Cancel this proposal.
 - b. Reject any and all proposals and re-advertise.

- c. Select the proposal(s) that, in its judgement, will best meet its needs.
 - d. Negotiate a contract that covers selected parts of a proposal, or a contract that may be interrupted for a period or terminated for lack of funds.
7. The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. See Appendix K for “MAG’s Key DBE Regulatory Requirements.” A copy of MAG’s DBE Program is available on request.

APPENDIX K

MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. A complete copy of MAG's DBE Program is available on request to Art Rullo, DBE Liaison Officer at (602) 254-6300.

The Consultant will agree to ensure that DBEs, as defined in 49 CFR 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement.

DBE Participation Goal and Reporting:

The DBE participation goal for this contract is 11% of the contract award. DBEs must be certified by the Arizona Department of Transportation or the City of Phoenix prior to the award of the contract. The Consultant will also be required to report monthly on the utilization of subcontractors and any payments made to subcontractors.

Requirements for Proposals and Contract:

All proposers will be required to include the following information in their proposal and contract:

- a. The names, addresses, telephone number, fax number and e-mail of DBE firms, if any, that will participate in the contract
- b. A clear and concise description of the work that each DBE will perform
- c. The dollar amount of the participation of each DBE firm participating
- d. Written documentation of the proposer's commitment to use a DBE subcontractor(s) whose participation it submits to meet a contract goal
- e. If the contract goal is not met, evidence of good faith efforts to meet the goal

Contractor and Subcontractor Assurance:

MAG will incorporate into each contract it signs with a Prime Contractor, and require in each subcontract (that a Prime Contractor signs with a Subcontractor), the following assurance:

"The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAG deems appropriate."

Prompt Payment Provision:

"The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from MAG. The Prime Contractor will also return retainage payments to the Subcontractor within fourteen (14) calendar days from the date of satisfactory completion of work."

Prime Contractors must:

- Provide the Subcontractor with the name, address and phone number of the person to whom all invoices/billings and statements must be sent.
- Pay Subcontractors and suppliers within fourteen (14) days of receipt of payment from MAG.
- Stipulate the reason(s) in writing to the Subcontractor or supplier and to MAG for not abiding by the prompt payment provision. Some possible include:
 1. Failure to provide all required documentation
 2. Unsatisfactory job performance
 3. Disputed work
 4. Failure to comply with other material provisions of the contract
 5. Third-party claims filed or reasonable evidence that a claim will be filed
 6. Reasonable evidence that the contract cannot be completed for the unpaid balance of the contract sum or a reasonable amount for retainage.

Subcontractors must:

- 1. Submit invoices or billing statements to the Prime Contractor's designated contact person in an appropriate format and in a timely manner. The format and the timing of billing statements must be specified in the contract(s) between the Prime Contractor and the Subcontractor(s).
- 2. Notify MAG in writing of any potential violation of the prompt payment provision.

MAG will implement appropriate mechanisms to ensure compliance with the requirements of all program participants. The mechanisms MAG may use, include, but are not limited to:

1. MAG will notify Subcontractors (DBE and Non-DBEs) of the Prime Contractor's responsibility for prompt payment and encourage Subcontractors to notify MAG in writing with any possible violations to the prompt payment mechanism.
2. Withholding payment from Prime Contractors who do not comply with the prompt payment provision noted above, where it has been determined by the MAG DBELO that delay of payment to the Subcontractor is not justified.
3. Stopping work on the contract until compliance issues are resolved.
4. Terminating the contract.

MAG will verify that the work committed to DBEs, at the time of the contract award, is actually performed by DBEs. This will be accomplished by:

1. Requiring Prime Contractors to report Subcontractor(s) (DBE and Non-DBEs) work performed in each monthly progress report along with an indication of the number of hours worked, any costs incurred and the amounts paid to the DBE(s).
2. Ensuring that DBE participation is credited toward the overall goal or contract goal(s) only when payments **are actually made** to DBE firms.

APPENDIX L

BIDDER'S REGISTRATION FORM

All firms bidding as prime contractors, subcontractors, or suppliers on Maricopa Association of Governments (MAG) projects must be registered. Please complete this form and return it to:

Maricopa Association of Governments
302 North 1st Avenue, Suite 300
Phoenix, Arizona 85003

If you have any question, please call (602) 254-6300. Fax (602) 254-6490.
A listing of all bidders is available upon request.

1. GENERAL INFORMATION:

Name of Firm: _____
Street Address: _____ City, State, ZIP _____
Mailing Address: _____ City, State, ZIP _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____
Year firm was established: _____

Check all that apply:

Is this firm a prime consultant?	_____	Identify speciality:	_____
Is this firm a subconsultant?	_____	Identify Service:	_____
Is this firm a service provider?	_____	Identify:	_____
Is this firm a material supplier?	_____	Identify:	_____
Is this firm a manufacture?	_____		
Is this firm a certified DBE?	_____	If so, by whom?	_____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____	<\$500,000	Information will be maintained as confidential to the extent allowed by federal and state law.
_____	\$500,000 - \$999,999	
_____	\$1,000,000 - \$4,999,999	
_____	\$5,000,000 - \$9,999,999	
_____	\$10,000,000 - \$16,999,999	
_____	>\$17,000,000	

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

APPENDIX M

ARIZONA ADMINISTRATIVE CODE R4-30-301

ARTICLE 3. REGULATORY PROVISION

R4-30-301. Rules of professional conduct:

- A. All registrants shall comply substantially with the following standards of professional conduct:
1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with his application for certification.
 2. A registrant shall not engage in fraud, deceit, misrepresentation, or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
 3. A registrant shall not knowingly sign, stamp, or seal any plans, drawings, blueprints, land surveys, reports, specifications, or other documents not prepared by the registrant or his bona fide employee.
 4. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. 13-2602, or knowingly commit commercial bribery as proscribed in A.R.S. 13-2605, or violate any Federal statute concerning bribery.
 5. A registrant shall comply with all Federal, State, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the registrant's professional practice.
 6. A registrant shall not violate any State or Federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery, or breach of fiduciary duty, where the violation is related to the registrant's professional practice.
 7. A registrant shall apply the technical knowledge and skill which would be applied by other qualified registrants who practice the same profession; a contemporary "Manual of Surveying Instructions" issued by the Bureau of Land Management, United States Department of Interior and in effect prior to May 23, 1983 to the extent applicable to that professional engagement.
 8. A registrant shall not accept an assignment where the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the Project or engagement in question.
 9. A registrant shall not accept compensation for services related to the same Project or professional engagement for more than one party without making full disclosure to all such parties and obtaining the express written consent of all parties involved.
 10. Except as provided in Paragraph 11 of this rule, a registrant shall not accept any professional engagement or assignment outside his professional registration unless:
 - a. He is qualified by education, technical knowledge, or experience to perform such work, and

- b. Such work is both necessary and incidental to the work of his profession on that specific engagement or assignment.

A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which he has demonstrated proficiency by registration, but only if he has the education, technical knowledge, or experience to perform such engagements or assignments.

- 11. Except as otherwise provided by law, code, ordinance, or regulation, a registrant may act as the prime professional for a given Project and select collaborating professionals; however, the registrant shall perform only those professional services for which he is qualified by registration to perform and shall seal and sign only the work prepared by him or by his bona fide employee working under his direct supervision.
- 12. A registrant shall make full disclosure to all parties concerning:
 - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a Project or engagement.
- 13. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods, or services to any client or other person without full written disclosure to all parties.

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